THE LADIES' & GENTLEMEN'S LETTER-WRITER

A GUIDE TO CORRESPONDENCE WITH MODEL LETTERS ETC.

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THE COMPANION LETTER-WRITER
A GUIDE TO CORRESPONDENCE FOR BUSINESS AND THE HOME
With Model Letters, Commercial Forms, Glossary of Business Terms, etc.

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FREDERICK WARNE AND CO., LTD.
BEDFORD COURT, STRAND, LONDON, W.C.2 AND NEW YORK.

THE
LADIES' AND GENTLEMEN'S
LETTER-WRITER

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LONDON
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THE
LADIES' & GENTLEMEN'S
LETTER-WRITER

A GUIDE TO CORRESPONDENCE

WITH
MODEL LETTERS, COMMERCIAL FORMS,
FORMS OF ADDRESS,
ABBREVIATIONS,
ETC.

NEW EDITION
Revised and Improved

FREDERICK WARNE & CO., LTD.
LONDON AND NEW YORK

NOTE

All names and addresses used in the model letters and forms are fictitious

PRINTED IN GREAT BRITAIN

PREFACE

This work has been revised throughout and very largely rewritten to make it conform to modern standards. Taste and style in letter-writing change with the passing years, and a letter that would have been deemed correct or elegant thirty years ago might now strike the recipient as ludicrous. The models given have been chosen as likely to meet the needs of ordinary people on those occasions when they are likely to be in doubt as to the form a letter should take. It is not intended that they should necessarily be used word for word ; they are models on which appropriate letters can be based. Care has been taken to make them such as ordinary modern people would use. They are not stilted or verbose—as letters were thirty years ago—but neither are they slangy and chaotic—as some ultra-modern letters are.

It should be pointed out that, under the heading "Business Letters," only correspondence that the writers would be called upon to write to bankers, landlords, tradesmen, their employers, etc., in a personal capacity are dealt with. The correspondence that they would conduct in business on behalf of their firm or as the head of the firm are dealt with separately in "The Business Letter-Writer."

In the main the models given deal with the formal or ceremonial occasions of life, as these are the times when guidance is most commonly wanted, but space has

been found for letters of a more intimate nature. These are all letters which may be expected to present special difficulty.

To the ready writer—to the lover who pens passionate epistles every night, or the friend who scribbles sheets of intimate confidences to an absent chum—a letter-writer does not appeal. But to others, whose pens do not flow readily, and who have had but little practice in the art of writing, these models, it is hoped, will supply just that amount of suggestion and stimulus they need.

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THE ART OF LETTER-WRITING

ITS IMPORTANCE

The importance to any one of being able to write a good letter can scarcely be over-estimated. Letters enter into nearly all the relations of life—social, business, and intimate—and the ability to write just the right letter that circumstances require is a very great asset to any one. It is no exaggeration to say that many a successful business man or woman has laid the foundations of his or her fortune by a well-written letter. Many a happy man has won the woman he loves by a sensibly written proposal. Many a father or mother has guided and controlled a son and daughter, fighting the world at a distance perhaps, by letters that could influence them without irritating and annoying. Many a friend has helped and comforted one in trouble, soothed an invalid's pain, brought comfort to the bereaved, by being able to put into a letter some of the sympathy he or she feels. Indeed there is no limit to the importance of letters. In the small and the big things of life they play their part. Letters have launched nations into war and caused the death of millions. They are more potent than the spoken word, for they endure longer. At the same time they have become an almost indispensable part of the daily life. We must all write letters. We should all try to write good letters.

Points that should be observed in writing all letters are :

1. Lucidity—be sure that your letters fulfil the purpose for which you are writing.

2. Appropriateness—do not be formal when it is not necessary, nor facetious when it will not be appreciated, nor familiar when respect should be shown, nor verbose when brevity is better.

3. Do not attempt an elaborate literary style. Short sentences, clear and correct, are much better than flowing periods.

4. Show respect for your correspondents by using suitable stationery, and always write in ink—not pencil

5. Write legibly. It is an insult to expect your correspondent to spend time in deciphering a letter you have not taken the trouble to write properly. Especially make the signature clear, and, if the information is of importance to your correspondent, intimate by it your sex and position—in the case of a lady, whether married or single.

6. Be careful to get such details as the address right, and use the correct beginning and conclusion. Make sure that your letter bears your own address correctly and is dated.

QUESTIONS OF TASTE

Your letters will indicate your taste just as much, or more, as your conversation or table manners. If a letter is sincerely written it will usually escape vulgarity, but there are many small matters which are important.

Do not write in the third person—"Mr. Jones would be glad &c."—except in the most formal notes.

Do not write on a postcard anything of an intimate nature. For instance, it would be in bad taste to acknowledge a gift by a postcard.

Do not address a lady you do not know as "Dear Mrs. ——" or an acquaintance as "Dear Tom," when this will be resented as familiarity. It should be "Dear Madam" and "Dear Sir."

Do not send typewritten or dictated letters when the circumstances require a personal note. Letters of con-

gratulation, condolence, thanks for gifts or favours, &c., should not be typed.

Do not use slang or colloquialisms unless writing to an intimate friend.

Do not use contractions like "Compts." "Xmas."

Do not indulge in facetiousness or cheap witticisms unless you know they will be appreciated—or tolerated. They are apt to appear feeble and silly to any one not in the mood for them.

GRAMMAR: COMMON ERRORS

It is not desirable that letters should be written in pedantic English that sounds stilted and over-precise, but the grammar should be correct. It is not possible to deal with the subject here, but a list of errors frequently made even by well-educated people is given:

Who and whom are often misused. The first is the nominative case, or subject of the verb; the second the objective case, or object of the verb. Compare—"The man who knew" and "The man whom he knew."

Its and it's. These are two distinct words. Its is the possessive pronoun, corresponding to his and her. Thus—"The dog lost its collar." It's stands for "it is"—"It's time to go."

Her's or their's should be hers or theirs—"A friend of hers."

"It is me" should read "It is I." The verb "to be" takes the nominative after as well as before it.

"Between you and I." "Me" should be used instead of "I" as all prepositions govern the objective case.

Plural instead of singular verbs are often wrongly used in such cases as "Neither Tom nor Bill were present." "Was" should be used instead of "were." "The memory of those pleasant days were sweet." "Was sweet" is correct.

Pronouns are often wrongly used in the same way—"Any one could go if they wished." "Any one"

is singular, and the sentence should read, "Any one could go if he or she wished."

Adjectives are often wrongly used as adverbs—"He walked slow" instead of "slowly." It is incorrect to say, "the largest of two." It should be "the larger of two," but "the largest of three (or more)."

The wrong prepositions are frequently used. The following are some of the most common cases:

different to	should be	different from
averse to	,, ,,	averse from
opposite the door	,, ,,	opposite to the door
caught up to him	,, ,,	caught him up
oblivious to	,, ,,	oblivious of
immune to	,, ,,	immune from

Words are frequently placed in the wrong order—"The two first students were awarded prizes" instead of "The first two."

Adjectives which are not applicable are used—"A tall head"—it is the man who is tall, not his head. "A clever play"—it is the author who is clever, not the play.

Words like "literally" and "absolutely" are often used when they are not necessary—"He literally jumped out of his chair." "He was absolutely astounded."

PUNCTUATION

The correct use of punctuation marks is important. They play their part in making composition clear and orderly, and prevent grammatical errors. Many people scatter them through their letters as though they had been shaken out of a pepper-box, but that gives a very slip-shod appearance to a letter and may obscure the meaning. Not many points are required in letter-writing, and the following simple rules will be found adequate:

(1) Use full-points at the end of all completed sentences, and to show contractions, as, Bart., e.g., M.P. It is a good plan to use plenty of full stops, keeping the sentences short and clear.

(2) Use semi-colons between sentences which are in some way dependent upon, or connected with, each other. Thus—"I cannot go on Friday; I shall be in Brighton."

(3) Use a comma to show a break in the composition which is not strong enough to require a semi-colon or full-point. Avoid using too many commas —a very common fault—but they should be used in the following cases:

(*a*) between sentences connected with a conjunction—"Jack went to Brighton, and Will joined him there on Monday."

(*b*) to separate the clauses of a sentence—"Being very tired, Nell went to bed." "The enemy, surrounded on all sides, surrendered." "Oliver, with a prayer of thankfulness in his heart, returned home."

(*c*) between adjectives and adverbs used consecutively—"The large, shining, silver orb." "He walked slowly, sedately, with majestic mien."

(*d*) between words used in a series—"One, two, three, four." "She was told to buy bacon, eggs, cheese, and lard."

(*e*) with forms of address and exclamations—"I am, sir, your obedient servant." "Oh, dear!" "Oh, mother, where are you?"

These are the points in common use. Other points are the question mark (after all direct questions), the exclamation note (after exclamations), the dash (to show an abrupt break), and the colon (used at the end of a paragraph in such cases as (3) above).

Avoid the silly habit of sprinkling exclamation notes all over a letter and underlining words. It is only irritating—like the over-emphasis of a very gushing talker.

Care must be taken to use capital letters correctly. Use them always for all names, the pronoun I, the

name of the Deity, for the first letter of a paragraph, after a full-point, exclamation note, and interrogation mark, and for titles like "The King," "The Duke," "The Colonel."

FORMS OF ADDRESS: CONCLUSIONS

It is important to get the formal beginning of a letter correct. The Christian name, as in " Dear Tom " or " My Dear Tom," should only be used if you are in the habit of calling the person addressed by his Christian name when you meet. In the same way " Dear Jones " should only be used when writing to a man you would address as " Jones." Ladies do not use this form at all, perhaps because they habitually address their friends by their Christian names on a much slighter acquaintance than is usual with men.

" Dear Mr. Robinson," " Dear Mrs. Green," or " Dear Miss Brown " are the correct forms in writing to acquaintances with whom you are not familiar enough to use either of the forms already mentioned. This should not be used however to any one to whom you are expected to pay deference, such as an employer.

For people who have titles there are special forms of address, a complete list of which is given at the end of this book.

In all other cases the recognized form is " Dear Sir " or " Dear Madam." This form should be used in writing to all strangers and for all business letters. " Dear Miss " is not used.

When writing to a Doctor or an Army Officer, the forms " Dear Doctor " and " Dear Colonel " are used, but these are familiar, and is equivalent to " Dear Jones." If the Doctor or officer is merely an acquaintance or unknown to you, the correct form is " Dear Sir."

" Sir " or " Madam " is sometimes used in strictly business letters or letters of a peremptory or unpleasant nature.

There is a choice of phrases for the conclusion of a letter, and more latitude can be allowed in the conclusion

than in the form of address. The following are all in frequent use:

1. I have the honour to remain, Sir, Your most humble and obedient servant.
2. I am, Sir, your obedient servant.
3. I remain, Yours obediently.
4. Yours obediently.
5. Yours sincerely, or Sincerely yours.
6. Yours faithfully, or Faithfully yours.
7. Yours truly, or Truly yours.
   (The word "very" can be used with any of the last three).
8. Yours affectionately, or devotedly.
9. Your affectionate daughter, or nephew, etc.
10. Your loving sister, etc.

Of these (1) is only used in official communications, such as letters from or to Government departments and officials, and to persons of rank. It is a survival from other times, as the humility and obedience of the writers of such letters are often far from being obvious.

(2) is only used in formal and business letters, and those addressed to any one in a position you are expected to respect, like an employer. Privates in the Army writing to an officer are expected to use this form.

(3) and (4) should only be used when writing to anyone to whom you owe obedience.

(5), (6) and (7). These six forms are equally applicable to all letters addressed to friends, acquaintances, and business correspondents. "Yours faithfully" is most commonly used. "Yours sincerely" is a little more cordial than "Yours truly."

(8), (9) and (10) are forms expressing varying degrees of affection and are of course only used to intimate friends and relatives.

THE ENVELOPE

There are one or two points to be observed in addressing the envelope. The accepted form is:

Mrs. T. H. Brown,
84 Marigold Road,
Streatham Hill,
London, S.W.16.

In addressing a married woman, the initials given should be those of the husband's Christian names. If these are not known, only the surname should be used—"Mrs. Brown." "Mrs. Alice Brown" is incorrect, but in the case of unmarried ladies the Christian name should be given—"Miss Vera Dare"—unless the lady is the eldest surviving daughter of the family when she should be addressed as "Miss Dare."

A man should be addressed as "Esquire"—"T. H. Brown, Esq."—except when you are writing to an inferior like a servant, or to a youth. Then the better form is "Mr. T. H. Brown." The initials should always be given. The latter form is used too for business letters like those written to a tradesman or solicitor in his business capacity.

When a gentleman has letters after his name these follow the word Esquire—"T. H. Brown, Esq., M.A."

LETTER HEADINGS

When note-paper with a printed heading is used, there are now a variety of styles in which the address can be printed, the printers using their descretion in the matter. When the address is written in, the custom is to print it in the top right-hand corner, thus:

94 Pope's Road,
Merton, S.W.19.

For reasons of space, in the letters in this book, the addresses have been printed in one line.

THE LADIES' LETTER-WRITER

MODEL LETTERS

SOCIAL

(1) INVITATIONS. ACCEPTANCES. REFUSALS

1. Invitation to a Dinner Party (formal)

Mr. and Mrs. George request the pleasure of Mrs. Palmer's company at dinner on Thursday, the 19th of December, at seven o'clock.

Riversham Park, December 10th.

---

2. Declining

Mrs. Palmer regrets extremely that a prior engagement will prevent her having the pleasure of dining with Mr. and Mrs. George on the 19th of December.

Alton Square, December 11th.

---

3. Accepting

Mrs. Palmer has much pleasure in accepting Mr. and Mrs. George's invitation to dinner on the 19th of December.

Alton Square, December 11th.

---

4. Invitation to a Dinner Party (informal)

28 BUDD STREET, S.W.1.

MY DEAR MISS SUMNER, *Nov. 18th.*

Will you favour us with your company at dinner on Tuesday next? It will be just a family gathering, but Edward and I should not consider it complete without your presence. I will take no denial.

Believe me, Yours sincerely,

HANNAH DELMAR.

5. Accepting

14 Paul Road, W.2.

Dear Mrs. Delmar, *Nov. 19th.*

I shall be delighted to dine with you next Tuesday. It is very sweet of you to be so urgent, but, believe me, I want no pressing.

Yours affectionately,
Vera Sumner.

---

6. Invitation to a Gentleman to Dinner

4 Malone Square, W.1.

Dear Mr. C——, *June 1st.*

Will you give Mr. Downes and myself the pleasure of your company at dinner to-morrow at half-past seven?

Yours truly,
H. M. Downes.

---

7. Invitation to an Evening Party (formal)

Mrs. Downes requests the pleasure of Mr. Colne's company to-morrow evening, half-past nine.

Dancing.

Romney Lodge, January 4th.

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8. Ditto

Mrs. Napwith requests the pleasure of Captain and Mrs. Frodsham and family's company to a small evening party, on Friday, September 18th, eight o'clock.

Music and cards.

4 St. Dominic Place, W.2.

---

9. Ditto (informal)

Ashmead.

Dear Mrs. ——, *Dec. 22nd.*

We purpose having a small party for music and cards next Thursday, and hope that you, your husband, and the dear girls will join us. If you can favour us with your company, please ask the young ladies to bring their music, and do not be later than eight o'clock.

Most affectionately yours,

---

10. Accepting

THE GROVE.
Dec. 23rd.

MY DEAR MRS. ——,

We shall have much pleasure in accepting your kind invitation for Thursday next.

Edith asks me to give you her love, and to say that she is *delighted* at the prospect of a musical evening; she will bring all your favourite songs.

With kindest regards,

Believe me,
Yours affectionately,

——

---

11. Declining

THE GROVE.
Dec. 23rd.

MY DEAR MRS. ——,

We are all so disappointed, but it is impossible for us to accept your kind invitation for Thursday, as we have friends dining with us that evening.

I hope you have been keeping well and that we shall meet soon.

With kindest regards from us all,

Yours affectionately,

——

---

12. Invitation to a Children's Party

18 WHITBY STREET, S.W.12.
Dec. 4th.

DEAR MRS. GIBSON,

Will you allow your little girls to join a children's party at our house, at five o'clock, on the 7th instant? It is Selina's birthday, and I have invited a few of her young friends to keep it with her.

I have named an early hour, as I do not like late hours for little folks.

Believe me, Yours sincerely,
MARIA GRAY.

13. Accepting

29 WHITBY STREET, S.W.12.

Dec. 5th.

DEAR MRS. GRAY,

I have much pleasure in accepting your kind invitation for my little girls, particularly as you have named an early hour. I have hitherto refused all invitations for them on account of the late hours of juvenile parties in the present day, which I consider very injurious to children.

With many thanks,

Believe me, Yours very sincerely,

MARIA GIBSON.

---

14. Declining

29 WHITBY STREET, S.W.12.

Dec. 5th.

MY DEAR MRS. GRAY,

Many thanks for your kind invitation to my little ones. I should have been delighted for them to have come, but unfortunately Sarah has a very bad cold and sore throat, and the doctor has some fear that it is measles, so of course I am compelled to decline.

I hope Selina will enjoy her birthday party. Kiss her for me, and wish her many happy returns of the day.

Ever yours very truly,

MARIA GIBSON.

---

15. Invitation to a Country Excursion

BRAMBER.

August 9th.

MY DEAR MRS. STANLEY,

Before leaving for town we are getting up a picnic party for our young people and the many kind friends whom they have met during our stay here. Next Tuesday is the day we have fixed upon for the excursion, and I shall be delighted if you and your two dear girls will join us. We propose going over the Downs towards Worthing, so come prepared for walking. But we shall

not make a strenuous day of it. If you can come I will send the car round for you at — o'clock, as our house is to be the starting-point.

Yours most sincerely,
ROSA DUNCAN.

---

16. Accepting

BRAMBER.

MY DEAR MRS. DUNCAN, *August* 10*th.*

I am most happy to accept your invitation for myself and my daughters on Tuesday next. Lucy and Mary are delighted—there is nothing they enjoy more than these rambles.

But I have a favour to ask—it is that you will permit me to bring a little contribution to the lunch. Our garden is well stocked with fruit, so please allow me to bring the dessert.

Your sincere friend,
LAURA STANLEY.

---

17. Declining, owing to a previous Engagement

BRAMBER.

MY DEAR MRS. DUNCAN, *August* 10*th.*

I am exceedingly sorry to be obliged to decline your kind invitation for Tuesday next, owing to a prior engagement. We are all very disappointed, as there is nothing we should have enjoyed more.

Hoping the weather will prove favourable for your excursion, and that the young people will be as happy as you could wish,

Believe me,
(With kind regards, in which my daughters join),
Yours very sincerely,
LAURA STANLEY.

---

18. Invitation to a Concert and sending Ticket

ASHFIELD.

MY DEAR MARY, *Oct.* 10*th.*

I hope you will accept the enclosed ticket for a concert at the —— Hall, on the —th. I am very

anxious that you should accompany us, and, knowing your numerous engagements, I send it at once.

The concert promises to be the best we have had this season, and, knowing how much you enjoy good music, I shall feel very disappointed if you cannot go with us.

Yours truly,
ANNE STEVENS.

---

19. Accepting

RETFORD SQUARE.

DEAREST MRS. STEVENS, *Oct. 11th.*

I was delighted to receive your letter and the ticket. I cannot express my thanks for your thoughtful kindness. You know my love for music and how seldom an opportunity offers for gratifying it; even if any engagement had stood in the way, I think I should have been tempted to break it; but happily such is not the case, and I am impatiently looking forward to a great treat. Hoping to see you soon,

Believe me, With a thousand thanks,
Yours most sincerely,
MARY DONOVAN.

---

20. Declining

RETFORD SQUARE.

DEAR MRS. STEVENS, *Oct. 11th.*

I am very sorry that I cannot have the great pleasure of accepting your kind gift of the concert ticket; but I have a previous engagement for that day from which I know I cannot get excused. You may imagine my disappointment. I return the ticket, as you may like to offer it to some other friend.

Your affectionate
MARY.

---

21. Invitation to stay in the Country

MALVERN.

MY DEAR KATE, *June 9th.*

The friends whom I met in Scotland last year have written to ask if they can come and stay. I am

delighted to have them and want to make their visit as happy as possible; so will you, like a dear kind friend, come and help me to entertain them? You know what a dull place this is, and how dependent we are on each other's society for amusement, so do not disappoint me, but come and spend a fortnight with us. You will be charmed with Mrs. S——. Her nephews are very nice too—I am sure you will be equally pleased with them.

Yours very sincerely,
JANET MONTROSE.

---

22. Accepting

LONDON.

MY DEAR JANET, *June 10th.*

I hasten to reply to your kind invitation, which reached me this morning. I feel most happy in accepting it, and I will do my best to help you in any way I can. From what I have heard of your friends, it will not be a very difficult matter to amuse them, and I expect to derive a great deal of pleasure from my visit.

Hoping you will excuse a short note, as I have a few preparations to make for my journey,

Believe me, Yours ever,
KATE HOWARD.

---

23. Declining

LONDON.

MY DEAR JANET, *June 10th.*

Many thanks for your kind invitation. I regret that a prior engagement will prevent me from accepting it. Cousin Emmy called here yesterday and made Mother promise that I should accompany her to Brighton. She seemed so lonely—having just parted from Charles for four months—that Mother had not the heart to refuse her request that I should stay with her during his absence, and I am as busy as I possibly can be, preparing for a long visit.

Again thanking you for your kindness,

Believe me, Your affectionate friend,
KATE HOWARD.

24. Invitation to a Tennis Party

"The Rookery," Cheam.

Dear Miss Jones, *June 17th.*

We are inviting some friends for tennis on Saturday and want to get eight pairs so as we can arrange a small friendly tournament. Will you and your brother join us? Play will start at 3 o'clock. I think I can promise you some good sets as I am asking only keen players.

Yours sincerely,
M. Barton.

---

25. Accepting

New House, Cheam.

Dear Mrs. Barton, *June 18th.*

My brother and I are delighted to accept your invitation for Saturday. I'm sure we shall have a glorious time—we always do at your tennis parties.

Yours ever,
R. Jones.

---

26. Declining

New House, Cheam.

Dear Mrs. Barton, *June 18th.*

Thanks very much for your kind invitation for Saturday, but I am grieved to say we cannot accept, as my brother has sprained his ankle slightly and mustn't play tennis for a week or two. We are terribly disappointed, as we always enjoy your tennis parties so much.

Kindest regards.

Yours ever,
R. Jones.

---

27. Invitation Repeated

"The Rookery," Cheam.

Dear Miss Jones, *June 19th.*

We are sorry to hear of your brother's sprained ankle and sincerely hope it is not very much. But won't you join us, even if your brother can't? I shall have

no difficulty in finding a partner for you, if you can let me know at once. If your brother is able to get about and cares to come to look on we shall be delighted to see him.

Yours sincerely,
M. BARTON.

---

28. Invitation for a Week-end

"FOUR ACRES," STOURTON.

DEAR DOROTHY, *Aug. 28th.*

I should be delighted if you would come and spend a week-end with us. I hear you are now back in town, and there are a number of your friends here who would give you a warm welcome. Will you come on Friday evening, Sept. 4th, and return Monday, Sept. 7th? Bring your golf sticks—also your music.

Yours sincerely,
ROSE STANMORE.

---

29. Accepting

84 SHEPHERD'S GROVE, W.2.

MY DEAR ROSE, *Aug. 29th.*

I shall be delighted to come down to Stourton for the week-end—thanks awfully. You may expect me on Friday by the train that arrives just after six.

Yours affectionately,
DOROTHY.

---

30. On Returning from a Visit to a Friend

84 SHEPHERD'S GROVE, W.2.

MY DEAR ROSE, *Sept. 8th.*

I reached home safely last night about eleven o'clock, after a very comfortable journey, and this morning I feel I can do nothing till I have written and thanked you for the delightful time you gave me. I enjoyed every minute of it. You always seem to make everyone feel so jolly in your house. Much love.

Ever your friend,
DOROTHY.

31. Accepting an Invitation from a Gentleman to lunch in a Restaurant

514 MAYALL AVENUE, STREATHAM, S.W.16.

DEAR MR. COVEY, *Oct. 19th.*

I am not engaged on the 21st, and shall love to come and lunch at the "Madeira." I will meet you at the restaurant at 1.15. I don't think we will go on to a matinee. I would rather talk, and later I want to go to Oxford Street.

Yours ever,
MARGARET PALEY.

---

32. Accepting an Invitation from a Gentleman to go to a Theatre

514 MAYALL AVENUE, STREATHAM, S.W.16.

DEAR MR. COVEY, *Nov. 8th.*

Thanks very much for asking me to go to see "——". I should love to go. If you can get here as early as 6.30, we shall be delighted to see you at dinner. If not, I will be ready at 7.30.

Many thanks and kindest regards.

Yours sincerely,
MARGARET PALEY.

---

33. Declining Ditto

514 MAYALL AVENUE, STREATHAM, S.W.16.

DEAR MR. COVEY, *Nov. 8th.*

It is very kind of you to ask me to go to see "——". I appreciate it very much, but all the same I am afraid I must decline.

With kind regards,

Yours sincerely,
MARGARET PALEY.

---

34. Accepting an Invitation from a Gentleman to go motoring

514 MAYALL AVENUE, STREATHAM, S.W.16.

DEAR MR. COVEY, *July 5th.*

How perfectly ripping of you to want to take me out for a day in your car! I should love to go and

will be quite ready for you at nine o'clock, but Mother says I must be home early in the evening. As I know you much prefer meals in the open, I will have a lunch hamper packed ready.

Yours ever,
MARGARET PALEY.

---

35. Declining Ditto

514 MAYALL AVENUE, STREATHAM, S.W.16.
July 5th.

DEAR MR. COVEY,

It is very good of you to ask me to go for a day's ride in your car. I should enjoy it immensely, but I am afraid it is not possible for me to accept. We are rather old-fashioned people, you know, and my mother would not approve. I don't think I quite do myself.

Yours sincerely,
MARGARET PALEY.

---

36. Declining an unwelcome Invitation

514 MAYALL AVENUE, STREATHAM, S.W.16.
July 5th.

DEAR MR. COVEY,

I am sorry I must decline your invitation to the theatre. It is good of you to want to take me out so much, but I think it should now be obvious to you that I cannot accept your invitations. I need not dwell on my reasons —they must be obvious to you.

Yours faithfully,
MARGARET PALEY.

SOCIAL

(2) CONGRATULATIONS AND CONDOLENCES

37. To a Friend on Passing an Examination

85 LENORE ROAD, LIVERPOOL.
Aug. 2nd.

MY DEAR DORA,

I was delighted to see your name in the Pass List of the —— Examination. Bravo! It would have been hard luck if you had not got through after the way you have worked, but we don't all get our deserts. My very heartiest congratulations, dear old thing, and the best of luck for the next step.

Ever yours,
MABEL.

---

38. To a Friend on Securing a Business Appointment

562 APSLEY LANE, MANCHESTER.
Nov. 21st.

DEAR ALICE,

I was very glad to hear from Rosie that you have had a stroke of good fortune and obtained what, from her account, appears to be a most delightful post. I hear the salary is gorgeous. I send my very heartiest congratulations, and hope that you will be very happy and comfortable in your new position, and find it all you expect.

When you've got time to write, I should be delighted to hear from you.

With all good wishes,

Yours ever,
CISSY.

39. To a Lady Friend on her Birthday

562 Apsley Lane, Manchester.

Feb. 5th.

Dear Miss Lewis,

Just a little note to let you know I am thinking of you and wish you a very happy birthday. May it be a very happy day, with a flood of remembrances from all your friends, and may there be scores and scores of them to come, all just as happy.

From your devoted friend,

Cissy Frew.

---

40. To a Male Friend on His Birthday

562 Apsley Lane, Manchester.

Feb. 5th.

Dear Mr. Stone,

I hear you are celebrating an important occasion to-morrow and hasten to add my congratulations to those of your many friends. That there may be very many "happy returns" of the day is the sincere wish of

Yours sincerely,

Cissy Frew.

---

41. To a Friend on Her Engagement

562 Apsley Lane, Manchester.

May 1st.

My Dearest Dulcie,

I am ever so excited and delighted over your news. I don't know how you managed to keep it so dark. I don't remember ever hearing you speak of Mr. Verstane. He is a very lucky man, and I hope soon to have an opportunity of telling him so.

I hope you are going to be very, very happy, and I think you will be. I must see you soon to hear all about it. When can you come over? And when will you bring Mr. Verstane to see us?

With sincerest congratulations and all best wishes and love,

Yours ever,

Cissy.

42. To a Friend on the Birth of a Child

562 Apsley Lane, Manchester.

Jan. 21st.

Dear Janet,

I was delighted to hear your great news. How proud you must be, and how thankful! And Tom too—isn't he proud of his son and heir? I know it's no good hoping to see you just yet, but I shall come over as soon as you are able to receive visitors. Meanwhile I hope you and the son are going on well, and will continue to do so.

My love and congratulations to the proud Father and Mother, and kisses to their young son.

Yours ever,

Cissy.

---

43. To a Friend on the Death of Her Husband

84 Montrose Avenue, Hastings.

April 26th.

Dear Mrs. Whitehead,

We were all deeply grieved to hear your sad news, although of course in some way prepared for it. I know you must feel the blow terribly, and I trust it may bring you some little consolation to know that your friends are thinking of you and praying for you and longing to help you.

I hope you are keeping as well as can be expected, and I know I need not tell you how pleased we should be if, as soon as you feel able to go out, you would come and stay with us.

With love from us all and every kind wish,

Your affectionate friend,

Mary Polson.

---

44. To a Friend on the Death of a Child

Hereford Square, Pinner.

Feb. 4th.

Dear Mrs. Singleton,

Pray accept my condolence on your great sorrow. I am sorry I cannot have the pleasure of seeing you just

yet but cannot refrain from assuring you of my deepest sympathy.

Yours most sincerely,
CHARLOTTE ROSS.

---

45. Ditto

YORK PLACE, HARROW.
Feb. 8th.

MY DEAR MARY,

I am sure I need not tell you how much I sympathize with you in your sad bereavement. I know how distressed you must be, and feel for you with all my heart. I find a little comfort in the knowledge that you have a kind and loving husband to share this trouble with you. In time perhaps you will be able to find consolation in the thought that He Who in His infinite wisdom and love guides and directs all things for our good has seen fit to snap this little link in your chain of love for some wise purpose of His own.

I have thought constantly of you since your messenger arrived and hope you are keeping fairly well. With best love and deepest sympathy,

Your affectionate friend,
MARY NUGENT.

---

46. To a young Friend on the Death of her Mother

PLYMOUTH.
May 14th.

MY DEAR YOUNG FRIEND,

I hope you will not think me intrusive in offering my sympathy with that of your many friends in this your great affliction. The last time I saw your dear mother I had my fears lest you should lose her, and it must have been a sad trial for you to see her suffer.

You have lost your best earthly friend, for there is no love like a mother's, lasting through good and evil. Your mother was a devoted parent, and your grief is only the just tribute to her memory. Still, dear, do not mourn as those who have no hope: this is but a short separation, and an eternity of bliss is prepared for those who, through

faith in God's promises, hope to meet their loved ones hereafter. I trust that your health has not suffered from the anxiety and fatigue of nursing. When you feel able to go away, I shall feel only too happy to welcome you here, and will do all in my power to help you. With heartfelt sympathy, believe me,

Yours very sincerely,
MARY STANHOPE.

---

47. To a Friend on her Son's Disgrace

484 MARLOWE ROAD, BRISTOL.
March 9th.

MY DEAR JULIA,

I feel I must write to you and tell you how much I feel for you in your sad trouble. It must be a terrible grief to you, and indeed it is hard to understand why such devoted and unselfish parents as you and John should receive such a reward for all your love and care and self-sacrifice. If it consoles you at all, be assured that all your friends know how undeserved your sorrow is. No son ever had better parents.

There is this consolation too—it is a trouble that will pass, perhaps more rapidly than you think. The foolish boy must suffer now—no doubt it is best for him that he should—but in less than a year he will be able to start afresh, and I am sure he will have learned his lesson. In five years it will all be forgotten, and in time he will be a son of whom you will be inordinately proud. I feel sure of it. All the love you have poured into his life cannot be wasted. It must bring forth its fruit in time, and your son must surely be a good man. This is a mistake—a false step by the way.

All my love to you, and to John.

Your sincere friend,
PEGGY.

SOCIAL

(3) ANNOUNCEMENTS OF MARRIAGES, DEATHS, &c.

48. Announcing an Engagement

SOUTHSEA.
April 9th.

DEAREST SELINA,

You were quite correct in your guess. It is indeed something serious that has delayed my answering your last letter, and I count on your congratulations when I inform you of the cause. It is my engagement to Mr. Nugent.

I do not think you will be very much surprised, as you have long known his feelings for me, and I do not hesitate to own that I am much attached to him. But there were so many obstacles to his marrying that he would not ask me to enter into any engagement till they were removed.

Come and see me as soon as you can—I have lots to tell you, as you may guess. I must now wish you good-bye, and with kind regards to all, and dear love to yourself,

Believe me, Yours faithfully,
LIZZIE GRAINGER.

---

49. Announcing a Marriage

"ROOK'S NEST," BEACONSFIELD.
May 28th.

DEAR JULIA,

I know you will be interested to hear that Dick and I have fixed our wedding for next month—June 18th. We have taken a house at Gerrard's Cross, and, as you can imagine, are both terribly busy. The ceremony will be at the Parish Church here at 2 o'clock. I am wearing white and am only having two bridesmaids, with little

Jack as train-bearer. There seems such heaps of things to do that I never have a minute, but I felt I must let you know.

How are you keeping? Much love.

Ever yours,
ROSALIE.

---

50. Announcing the Birth of a Child

MAYBANK, CATFORD, S.E.6.
Dec. 5th.

MY DEAR LUCY,

I don't know whether you will be surprised, but I know you'll be pleased to hear that I have a little son. He was born three weeks ago to-day and is a little pet! He's like his father, with such blue eyes! I wish you could see him.

It all seems very wonderful to me, and I shall be in a great funk when the nurse goes. Dick is most awfully pleased, but he is so funny over it. He comes in and gazes at it, and I really believe he is thoroughly frightened of the poor little mite!

I'll write again soon. Much love.

Yours ever,
MATTIE.

---

51. Announcing the Death of a Parent

284 AVENUE ROAD, CARDIFF.
Feb. 15th.

DEAR MRS. WATSON,

You will be pained to hear that my father passed away last night at 10.30. He had been suffering from bronchitis for some time, but had only been confined to bed for a week. Pneumonia, however, set in on Monday, and the end came very quickly. He was sixty-five.

The funeral will be here on Friday at 12 o'clock.

My mother is bearing up bravely, but I am afraid will feel his loss terribly, as we all shall.

Yours sincerely,
VIOLET MATTHEWS.

52. Requesting a Friend to break the News of the Death of a Husband to his Wife

LONDON.
Nov. 12th.

DEAR MRS. GREY,

I have sad news for you, and must ask you to undertake a most painful task. Our friend, Mr. White, died this evening very suddenly from disease of the heart, and we are in great fear lest Mrs. White should see the announcement of it in the paper. I am afraid a letter from me might also give her a very painful shock, and so I thought it best to write to you and ask you to be kind enough to break the sad news to her as soon as possible. It will be a terrible blow to her; but I know you will do what you can to soften the shock. No doubt she will want to come at once, and if you wire us by what train she is leaving we will meet her at Euston.

I remain,
Very truly yours,

---

53. To a Friend, announcing the serious Illness of her Child

HOUGHTON.
May 11th.

DEAR MRS. GROVE,

I am sorry to have to tell you that your dear little girl is dangerously ill. She appeared ailing when she arrived yesterday on her long-promised visit; to-day she is much worse, and the doctor fears pneumonia. Everything possible is being done for her, but of course you will want to come at once. Excuse a hurried letter, and

Believe me,
Most truly yours,
KATE ROLF.

SOCIAL

(4) LETTERS ACCOMPANYING PRESENTS ACKNOWLEDGMENTS

54. To a Lady on her Birthday, sending a Gift

WARWICK SQUARE, HYTHE.

MY DEAR ANNE, *Jan. 21st.*

To-morrow being your birthday, I send you a small gift, which I hope you will accept as a token of my affection for you; I wish it were more worthy of your acceptance, and hope you may have many happy returns of the day. With kindest love and good wishes,

I am,

Ever your affectionate friend,

M. T. JOHNSON.

Or

MY DEAR JANE,

Accept my best wishes for many happy returns of your birthday, and also the accompanying little gift as a mark of my sincere affection.

Always yours sincerely,

M. T. JOHNSON.

---

55. Acknowledging Letter and Gift

BROADSTAIRS, KENT.

MY DEAREST EMILY, *June 4th.*

Very many thanks for your kind note, and for the lovely bag you have so kindly sent me. How good it was of you to remember my birthday when you have so many other things to think about at the present time! I hope soon to be able to thank you in person. Nellie joins me in kindest love to all your circle.

Your affectionate friend,

ANNE.

56. To a Male Friend on his Birthday, sending a Gift

POWER SQUARE, S.W.4.
Nov. 4th.

DEAR MR. SWALLOW,

I know you are very eager to read the enclosed book, so I am sending it with every good wish for your birthday. I should very much like to hear your opinion of it when you have read it.

May there be very many Happy Returns of to-morrow.

With kind regards,

Yours sincerely,
ELLA STONEHAM.

---

57. Acknowledging a Gift from a Male Friend

POWER SQUARE, S.W.4.
Nov. 4th.

DEAR MR. SWALLOW,

Your delightful gift came to hand this morning and gave me very great pleasure. It *is* good of you, and I don't know how you were able to guess so exactly what I should like. Very many thanks, too, for your kind wishes. I have had a very happy day! Everyone has been so kind! I do think birthdays are lovely, don't you? With sincerest thanks and best wishes,

Yours faithfully,
ELLA STONEHAM.

---

58. Refusing a Gift from a Gentleman

POWER SQUARE, S.W.4.
Nov. 4th.

DEAR MR. SWALLOW,

Your very charming gift came to hand this morning. It is exceedingly kind of you to remember my birthday and send me such a delightful gift, but—please don't be hurt—I am afraid I cannot accept it. I am sorry. I like the necklace immensely, but I don't think I ought to accept an expensive article of jewellery from you. Such an action is so liable to be misunderstood. I am sure you will understand.

I am returning the necklace with this, and again thank you for your kind thought.

Yours sincerely,
ELLA STONEHAM.

---

59. To an Invalid, sending Fruit and Flowers

POWER SQUARE, S.W.4.

DEAR MISS WYATT, *March 9th.*

I am sending along some flowers and a little fruit, with my love and my sincere wishes for your speedy recovery. I hope the pain has left you now and you are getting stronger. I think of you continually and have made frequent inquiries after your progress. It was a great relief to us all when the news began to get better.

With fondest love,

Your sincere friend,
ELLA STONEHAM.

---

60. To a Friend in financial Straits, enclosing a Cheque

184 MITRE ROAD, DUNDEE.

MY DEAR ELSIE; *April 9th.*

I am going to ask you to do me a favour, and that is to give me the great pleasure of helping you. I know what a great strain upon your resources your sister's illness must be, and I know how it must worry you, and how it will distress you if you are not able to give your sister all she needs. You know, it isn't often one can help so genuinely and so easily as I can help you now; therefore I beg of you to accept the enclosed cheque and use it in any way you think advisable. Believe me, it gives me very great pleasure to send it. If you prefer it, you can regard it as a loan, but there is, of course, no need to worry about repayment till it is quite convenient to you.

I hope your sister is better now and will make rapid progress. I hope too that you are not quite knocked up yourself.

My husband joins me in love to you both.

Your affectionate friend,
MAY.

SOCIAL

(5) INTRODUCTIONS

61. Asking for an Introduction

MALVERN LODGE, BECCLES.

DEAR MRS. THORNE, *June 5th.*

I am going to Norwich next month to try to enlist interest and support for a new branch of the League of ——. I know you have a great many friends there, and, if you could give me introductions to any who are likely to be interested, I should esteem it a very great favour. I should also like to know of a church where the services are similar to those we enjoy so much here.

I hope I am not asking too much of you.

With kind regards,

Yours sincerely,
MABEL LEMARE.

---

62. Reply

HIGH HOUSE, BECCLES.

MY DEAR MRS. LEMARE, *June 6th.*

I am delighted to be able to give you introductions to friends in Norwich, all of whom, I am sure, will give you a cordial welcome. I enclose five introductions in all. Three are to ladies likely to be interested in your work, one to my sister, who will be delighted to know you, and one to my dear old friend, the Reverend J. Moore, whom you will love. His church is St. Mark's, and the services are of the evangelical order.

I hope you are going to have a very pleasant visit. Please remember me to any of my friends you meet.

Kind regards.

Yours faithfully,
DORIS THORNE.

63. Introducing a Friend

HIGH HOUSE, BECCLES.

DEAR MRS. GOWER, *June 6th.*

Mrs. Lemare is a lady I know very well. She is staying in Norwich for a time, engaged in charitable work, and would very much like to meet you. I am sure you will like her.

How are you keeping now and when may we expect to see you in Beccles again?

Much love.

Yours ever,
DORIS THORNE.

---

64. Recommending a Friend to a Clergyman

HIGH HOUSE, BECCLES.

Rev. J. Moore. *June 6th.*

DEAR MR. MOORE,

I want to introduce to you a very particular friend of mine from this town—Mrs. Lemare—who is visiting Norwich. She is a charming lady, very much interested in charitable and church work. I have already recommended her to attend your church, and, if you can spare a few minutes from your labours, I know you will like to be nice to her.

I hope you and Mrs. Moore are quite well. Love to you both.

Your sincere friend,
DORIS THORNE.

---

65. Enclosing an Introduction

MITRE HOTEL, NORWICH.

DEAR MRS. GOWER, *June 19th.*

My friend, Mrs. Thorne, of Beccles, gave me the enclosed introduction, which I am venturing to forward. I am staying here till the end of July, and it would be a very great pleasure to me to meet a friend of dear Mrs. Thorne.

Yours very truly,
MABEL LEMARE.

66. Introducing a Gentleman for Business Purposes

484 Clarton Road, Ipswich.
Nov. 5th.

Dear Mr. Preston,

Mr. L. Jones is a young man whom I know very well. His mother is a great friend of mine, and I would like to help him if I could. He has a business project which he wants to submit to you. I can't judge of its merits, of course, not being a business woman, but he is very keen about it, and, if you can spare him a few minutes, you might be interested. By doing so, you would confer a great favour upon your old friend,

Rhoda Cooper.

---

67. Introducing a Dressmaker

"Tremayne," Falmouth.
Oct. 9th.

Dear Miss Findon,

I have given Miss Lucy Gower this introduction to you, as I have always found her very useful as a dressmaker, and I thought you might like to know of her. She has made my dresses for over two years now, and I have been very pleased with them. Her charges are quite moderate too. She is able to take more work now, as one of her principal customers has recently died.

Yours affectionately,
B. Rose.

SOCIAL

(6) MAKING AND ANSWERING REQUESTS

68. Requesting a Friend to look for Seaside Apartments

PENGE.
July 9th.

DEAREST LUCY,

If it is not encroaching too much on your time and good nature, do you think you could find us suitable apartments at ——, within easy distance of the sea? We should require three bedrooms and a large sitting-room, with attendance, and I think you know the kind of place that would suit us. We shall want them for a month from August 12th.

I know it is asking a great favour of you, and, if for any reason you haven't the time to spare just now, please don't hesitate to say so.

With kindest love, in which Mother joins, believe me,

Yours very sincerely,
SELINA.

---

69. Asking for a Loan

LEWISHAM, S.E.13.
Nov. 16th.

DEAR ROSE,

I'm in such an awful hole! It is still a fortnight to pay day, and I haven't a shilling! I've had so many expenses. I simply had to have new shoes, and a winter hat, and there was Dulcie's birthday, and little Ronnie's. Could you possibly let me have £5? You shall have it back on the first of the month prompt to the very minute. Do, there's a dear, or I shall have to starve!

Your loving pal,
BELLE.

70. Reply, enclosing Money

LEWISHAM, S.E.13.
Nov. 17th.

DEAR BELLE,

You extravagant little hussy! One of these days you will starve, and I'm not sure it won't serve you right. I am afraid I can't lend you £5. I'm not a millionaire, you know. But I send you £2—sorry I can't spare more. After all, that should keep you from starving. You will be sure to let me have it back at the end of the month, won't you, as I shall need it?

Yours ever,
ROSIE.

---

71. Reply, refusing Loan

LEWISHAM, S.E.13.
Nov. 17th.

DEAR BELLE,

Sorry, old thing, but I'm almost broke myself and haven't a penny to lend anyone. I haven't even been able to get a new hat.

Yours,
ROSIE.

---

72. Asking for Repayment of Loan

LEWISHAM, S.E.13.
Dec. 4th.

DEAR BELLE,

What about my £2? I have been watching the post for it eagerly ever since the first. Please send it at once. There are a lot of things I want to get, and Christmas is getting near.

Yours ever,
ROSIE.

---

73. Repeating Request for Repayment of Loan

LEWISHAM, S.E.13.
Feb. 26th.

DEAR BELLE,

I am writing once again to ask you to pay me the £2 you owe me. I know you will draw your month's salary

in a few days, and if you have a spark of conscience you will at once send me two pounds out of it. You promised to pay it months ago. I don't want to be nasty, but it isn't fair to keep putting me off when you know I need the money.

Yours,
ROSIE.

---

74. Asking a Friend to do some Shopping

ROSS, HEREFORD.
March 11*th.*

DEAR ALICE,

Would it be troubling you too much to ask you to get me a few things the next time you are in Oxford Street? I particularly want 6 yards of narrow silk ribbon to match the sample enclosed—I can't get it here. Also, I would like 3 pairs of silk stockings, flesh-colour, from —— and ——, about 7/- a pair, and, if you should see anything really smart that would do to retrim my jade hat, I shall be overjoyed to have it. I enclose cheque for £2, which I think will more than cover the cost. You are a dear to let me victimize you like this! And of course you know that I should not feel even hurt if you had to refuse.

Much love.

Yours ever,
CLARE.

---

75. Asking a Friend if she can recommend a Servant

24 THE CRESCENT, HIGHBURY, N.5.
May 1*st.*

DEAR MRS. VYNER,

I know you sometimes hear of servants, and so I am writing to ask if you could possibly recommend a girl or woman. I have been entirely without help for over a fortnight, and it is so awkward, with this big house and all the boys at home. The work is endless. I am willing to pay £40 a year for a good cook-general, and she can have very liberal outings. You know it is a comfort-

able place. There is, of course, no washing to be done, and she can have a young girl to help with the rough work.

Hoping you may be able to help me,

I remain, dear Mrs. Vyner,

Yours faithfully,

MURIEL SMITH.

---

76. Asking a Friend as to the Character of a Young Man

482 HILL ROAD, BRIGHTON.

Oct. 29th.

DEAR MRS. PETERS,

We have been seeing a good deal lately of your young friend Mr. Rolfe. Indeed, so much so, and he is becoming so noticeably friendly with our Rosie, that I should very much like to know a little more about him. We all like him very much, but would you tell me, dear Mrs. Peters, of course in strictest confidence, what you know about him? I should like to know your opinion of his character, and also what his people are, and what are his prospects. Would you regard him favourably as a possible husband for your daughter, if you had one still unmarried?

I know you will understand how important I feel it is to get all the information I can before matters have gone too far.

We have been having very good weather here, and the young people have been enjoying themselves immensely—Rosie especially. Hence this letter.

Kindest regards.

Yours very sincerely,

ADA BANKS.

COURTSHIP AND MARRIAGE

77. Accepting a Proposal

23 Viola Street, S.W.4.

My Dearest Sid, *May 1st.*

Your letter has touched me very deeply. I will not pretend I am surprised. I am not. I have known for a long time you cared for me, and I think, if you were not the most modest man ever born, and the blindest, you would have known that I cared for you. Indeed you need not have been afraid of me !

Sid dear, I love you really and truly—as deeply as you love me, and your letter has made me the happiest woman alive ! My answer is " Yes." There ! I mustn't go on, as I know I shall say too much, but, dear, come round as soon as you can, as there are hundreds of things I must say to you, and I know I shall never sleep till I have seen you and made sure our wonderful happiness is true.

All my heart's love to you, my dearest.

Ever your own,

Mabel.

---

78. Accepting a Proposal from an old Friend

Belvoir Terrace, W.2.

Dear Charles, *April 1st.*

Your letter was a great surprise, although our long and affectionate friendship, and the many proofs you have given of your affection for me, ought to have prepared me for it a little. But it was a very happy surprise too, Charlie, and I do not doubt you have guessed that I care a *wee bit* for my old friend.

You will come and talk to my father and mother on the subject, won't you ? I do not think they are likely to

object—indeed they have always had a great affection for you—and I am sure we shall be very happy together.

Yours very sincerely,

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79. Accepting a Proposal in formal Terms

BROOKLEY.

DEAR MR. ——, *April 5th.*

I scarcely know how to reply to your letter or to express what I feel at finding that you have given me your affection. I feel that I am not worthy of you in any way, but, if you really think that I could make you happy, I will gladly try my best to do so.

I have shown your letter to my father, and of course he would like to have a talk with you on the subject.

Very truly yours,

R. MOORE.

---

80. Answering a Proposal, and asking for Time for Consideration

EPSOM.

DEAR MR. THOMAS, *June 5th.*

I was very much surprised by your letter, and, I will add, much pleased. I am fully sensible that it is the greatest compliment you could pay me.

I candidly admit that I both like and esteem you, but an engagement is such a very serious affair that I do not feel able to give a decisive answer immediately. Would you let me postpone my decision for a few weeks?

Yours very sincerely,

JANE ANDREWS.

---

81. Rejecting a Proposal

RICHMOND.

DEAR MR. ALBERT, *Sept. 4th.*

I was both surprised and sorry to receive your letter, as I do not think I have ever by word or deed given you any encouragement which could induce you to make me an offer of marriage, and—deeply as I feel honoured—

reasons which I need not explain prevent my entertaining any thought of a more intimate acquaintance.

Trusting you will banish me from your memory, or think only of me as a sincere friend, I remain, with sincerest wishes for your future happiness and welfare,

Yours truly,
MADELINE HUNTER.

---

82. Rejecting a Proposal from an intimate Friend

82 MALVERN AVENUE, EALING, W.5.

DEAR CHARLIE, *May 9th.*

Your letter has touched me very deeply. I hate answering it, because I hate giving you pain, but truly, Charlie, my answer can never be anything but "No." You are a dear good fellow—much too good for me—and it is sweet of you to want me so much, but I can't love you. I can't think of you as a husband at all. I have tried, because I know you love me, but I can't. Perhaps it is silly of me, but you will respect me all the more because I am honest. It would be easy for me to say "Yes" and take all the love and good things you offer me, but I feel it would be wrong. I should be giving you nothing in return. I do not love you, and I am idealist enough to believe that only love can justify marriage.

Won't you try to forget me? Indeed I am not worthy of your devotion. I shall always think of you with affection, and my dearest hope is that you may one day meet the woman who will love you as you deserve to be loved.

With all kind wishes,

Your sincere friend,
FLORENCE.

---

83. Rejecting a Proposal, with a Hint that it might be repeated

418 MAYFLOWER ROAD, W.6.

DEAR MR. PULTON, *Feb. 19th.*

I am very sorry, but I am afraid I cannot say "Yes" to your very kind and flattering proposal. It is sweet of you to say so many nice things about me, and I

assure you I appreciate very deeply the honour you do me, but it seems to me it would be very foolish for us to become engaged, while there is no prospect of our getting married for years and years. I always did think long engagements silly.

No—I like you very much, and shall be delighted to go on in the old friendly relationship, but that is all. After all, no one can tell what the future may bring, can one?

Yours very sincerely,
ALICE BREEN.

---

84. Rejecting a Repeated Proposal

18 WINDSOR AVENUE, EALING, W.5.

DEAR MR. WHITE, *Oct.* 11*th.*

I have received your letter of the 9th and once more I can only give you the answer I have already given you several times. It is quite impossible that I should ever regard you as a possible husband. I do not care for you in that way at all, and never could.

I hope you will now take this as final. Indeed I shall not feel any obligation to answer any further communication from you.

Yours faithfully,
BESSIE MOORE.

---

85. From a Young Lady to her Mother, informing her of a Proposal

HASTINGS.

MY DEAREST MOTHER, *Oct.* 18*th.*

I have very wonderful news to tell you! Yesterday Mr. Colton, of whom we have seen a great deal since I came to my aunt's, joined me on the Esplanade, and proposed to me! I was very much astonished, for I had not an idea that he cared for me. I have told him I could not give him an answer until I had consulted you.

I like him very much better than any one whom I have ever seen, and I think I could be very happy with him. I could trust him fully, and look up to him as a guide and adviser. I don't know whether I really love him, but I respect and like him very much.

My aunt knew that he intended to make me an offer, and says that she thinks I "might do worse," which is warm approval from her.

Please write to me fully by return of post and tell me what you think I ought to say to him.

Ever your loving daughter,

PHOEBE.

---

86. Reply from Mother to Daughter

CATFORD.

DEAREST PHOEBE, *Oct. 20th.*

Your letter was a very great surprise, and I cannot understand why your aunt has not warned me that this might happen.

However, I have no doubt as to what you ought to do. You obviously are not sure enough of your own feelings to say "Yes" to Mr. Colton, nor do we know enough about him to consent to an engagement. Your best plan is to tell him that you like and esteem him very much, but do not feel that this is quite enough for marriage. You can add that if he cared to call and see us in town we should be delighted, and you might get to know him better.

If he really wants you, child, he will jump at the opportunity. If he is not willing to wait, well, it is best to let him go.

Yours lovingly,

MOTHER.

---

87. From a Lady to her Fiancé on his Neglect

92 ELM GROVE, N.W.6.

DEAR JOHN, *Nov. 8th.*

It is more than a month since you wrote to me. Are you ill? Or what causes your silence? I have thought lately also that your letters were constrained and cold, as well as few and far between. Has your affection for me changed? If so, please tell me so frankly, dear John. I think you must know that I would not for the world hold you to your promise to me, if you wished to be released from it. Please write to me immediately.

Ever yours affectionately,

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88. From a Lady to her Lover, whom she suspects of Inconstancy

HAVANT.
Nov. 4th.

DEAR GEORGE,

I had a visit yesterday from my old friend Mrs. Caney. She is, you know, ignorant of my engagement to you. In the course of conversation she told me that you are at S——, and that you are always about with Sophie Grey, and an engagement may be expected at any moment! This to me! You can imagine how it hurt and wounded me. No doubt she is exaggerating, but do you think it fair to me to behave so? Don't you care what people say about us or how much I suffer? Are you tired of me? If so, surely you might be frank enough to say so. I am not likely to sue you for breach of promise!

Please write to me at once, and I hope to hear that you have left S——. Only a month ago we were at Hampton. Have you so soon forgotten all you said to me then?

Oh, George, it will break my heart if you no longer love me! But better that than marry a man who cannot be loyal for one little month.

Ever your loving,
ANNE.

---

89. Breaking off an Engagement

491 VERULAM PLACE, MANCHESTER.
Sept. 15th.

MY DEAR RONALD,

I am writing to tell you that I do not feel that I can go on with our engagement. Every day I feel more and more that it is a mistake, and the only possible thing for us to do is to recognize it before it is too late.

I am very sorry that I should have to give you pain, but I hope you will see the wisdom of what I am doing. You have been very good to me and very kind, but all the time I have felt it has been more or less a pretence on both sides.

I am returning your ring with this. I shall always wish you well, and hope sincerely that your future will be

a very happy one. Please don't try to dissuade me, as my mind is firmly made up.

Believe me,
Ever your sincere friend,
RUTH.

---

90. To a Friend, asking her to act as Bridesmaid

96 MELTON AVENUE, N.W.5.

MY DEAR DORA, *March 12th.*

My wedding is to take place in the summer—probably the end of June—and I am writing to you at once to ask if you will be one of my bridesmaids? I should love you to be. Rosie and Elsie will be, of course, and if you consent I thought of asking my cousin Dulcie—that will be four. Write at once and say "Yes," and then we must meet as soon as possible and settle on the dresses. Rosie and Elsie rather want pink.

No more now as I have such heaps to do, as you can imagine, but I hope to see you soon.

Yours ever,
MARY.

---

91. Reply, accepting

"WYNWOOD," HAYWARD'S HEATH.

MY DEAR MARY, *March 14th.*

How sweet of you to want me to be one of your bridesmaids! I shall be delighted and will keep the date open, if you will let me know as soon as it is fixed.

I shall be in town next week and will come over on Thursday, if that is convenient to you. But I don't know that I shall let Rosie and Elsie have pink.

Your devoted
DORA.

---

92. Reply, declining

"WYNWOOD," HAYWARD'S HEATH.

MY DEAR MARY, *March 14th.*

I am awfully disappointed, but I am afraid I cannot act as your bridesmaid at the end of June. I should have loved to, but owing to Mother's illness my

time is not my own just now, and it is highly probable that we shall be going away before then. But I think if I were you I should ask Dulcie anyway. You can have three bridesmaids, although no doubt you could easily get a fourth if you wished it. I feel very sad to think of your being married and my not being there!

Much love.

Your devoted
DORA.

---

93. From a Mother to her Son's Fiancée

19 THE CRESCENT, WOKING.
Nov. 2nd.

MY DEAR MISS AYLMER,

Fred has just told me the news, and I hasten to send a word to you to say how pleased I am to see him so happy. He has told me a lot about you, and I am looking forward very eagerly to meeting you. He is a dear good boy, and I long to see him happily settled.

When can you come and stay with us? We are all eager to welcome you, and hope you will come as soon as possible.

Yours very sincerely,
MARY BOLTON.

---

94. From a Lady to her Fiancé's Mother

"THE LINDENS," WEYBRIDGE.
Nov. 4th.

DEAR MRS. BOLTON,

I was delighted to receive your letter. It is very kind of you to write to me so, for I must confess I was feeling a little bit afraid, although Fred assured me I needn't be. I, too, am very eager to meet you. I could come to Woking any time next week, if you are quite sure that would be convenient to you. Please don't believe all Fred tells you about me, or I am afraid you will be woefully disappointed. But I hope you will believe this—I love him very dearly and will do all I can to make him happy.

Affectionately yours,
JANET AYLMER.

95. From a Sister to her Brother's Fiancée

MAY LODGE, WOKING.

DEAR MISS AYLMER, *Nov. 3rd.*

I was delighted to hear from my brother to-day that he has been lucky enough to win your consent to an engagement. I hope you will both be very happy. Fred is a dear boy, and I know he will have chosen some one we shall all like. I have told him he must bring you to see us as soon as possible, as of course we are very anxious to welcome our new sister.

With love and all kind wishes for your future happiness,

Yours sincerely,

VIOLET MAYNE.

---

96. From a Lady, suggesting Marriage to a Gentleman too diffident to propose

"ELMBANK," REIGATE.

DEAR ERIC, *March 21st.*

I am going to do a very difficult and unusual thing, and I am writing it because I haven't got the courage to say it to you personally. I am going to suggest that we should be married.

There! I have done it. It may be immodest, and unmaidenly, and brazen, and shameless, and many other things, but, if so, it is you who have driven me to it. I have only said it because I knew you wanted to and wouldn't.

Don't you think it is rather cowardly of you? I know you love me. I know you know I know it. You know I love you. We could be so happy together, and yet, just because I happen to have the money which makes it easy for us instead of you, you won't speak, and would let us drift apart into loneliness and unhappiness. It isn't fair.

Dear, I love you. I tell you so shamelessly, although you have never told me you love me. You see, I have already said "Yes." Won't you now ask me the question I long to hear? If you won't, I shall know it is because your pride is stronger than your love.

Your very humble and loving

MAISIE.

BUSINESS

(1) TO BANKERS, LAWYERS, TRADESMEN, &c.

97. To a Bank Manager, placing Money on Deposit

483 YORK LANE, SHEFFIELD.

DEAR SIR, *March 15th.*

I see the balance in my Current A/c is now rather heavy, and I should be obliged if you would place £200 on deposit and send me a deposit receipt.

Yours faithfully,

M. A. TIMMS.

98. To a Bank Manager, asking for Advice as to Investments

483 YORK LANE, SHEFFIELD.

DEAR SIR, *Dec. 2nd.*

I want to invest £500 of the balance of my Current A/c and should be very much obliged if you would advise me of a suitable investment. It must be something that I can easily realize if necessary, although I do not expect to have to do so for some years. I have heard the —— Corporation Stock well spoken of and should like your opinion of that.

I remain, Yours faithfully,

M. A. TIMMS.

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99. To a Solicitor, repudiating Claim

812 TOURNEY ROAD, HALIFAX.

DEAR SIR, *Feb. 17th.*

I am in receipt of your letter asking for payment of Mr. J. White's A/c for £58, and threatening to take legal proceedings if the amount is not sent within seven days.

In reply I beg to say that I do not owe Mr. White £58, or anything like it. As I have already pointed out to him, the charge is grossly exorbitant. The item for commission on sale of pictures I repudiate altogether. I have offered

him £20, and I am not prepared to pay more. If he prefers to go to law about it, I shall pay that sum into Court.

Yours faithfully,
MABEL BOONE.

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100. To a Solicitor, giving Instructions for Alterations in Will

492 CONVENT GROVE, SHREWSBURY.
Sept. 12th.

DEAR MR. ——,

I want to make an alteration in the will which you drew up for me last year and which you hold. I wish to revoke the legacy to my nephew, Oswald Leeming, who has treated me very undutifully. If this can be done by a codicil, will you please draw up the document and send it to me for signature? The amount of the legacy is to be left to go into the residue of the estate.

If this is not a matter for a simple codicil and you wish to see me, I must ask you to come here, as I am afraid I cannot come to your offices.

Yours faithfully,
MARTHA LEEMING.

---

101. To a Retail Store, to open Credit A/c

84 MINDEN HILL, BEACONSFIELD.
Messrs. —— & Co. *Oct. 1st.*

DEAR SIRS,

I see your vans deliver in this neighbourhood, and it would be a great convenience to me if I could have a credit A/c with you. I should be obliged if you would let me know what steps I have to take for this.

Yours faithfully,
(MRS.) MABEL LEEMING.

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102. To a Butcher, pointing out Errors in A/c

281 THE DRIVE, CHORLEY WOOD.
Mr. H. Broad. *May 8th.*

DEAR SIR,

I shall be obliged if you will look into the enclosed A/c, as I think there are several mistakes in it. On the 11th you charge me for 6lbs. of ribs of beef, but the weight

given on the ticket with the meat was 4lbs. 12ozs. Then on the 20th you charge 4/- for 1½lb. of steak, which is surely very excessive, and on the 28th for 2lbs. of sausages. These I have never had at all. Please look into this and let me have an amended A/c.

Yours faithfully,
W. STILTON.

---

103. To a Laundry, complaining of Loss

The Manager, 482 AYR ROAD, OSWESTRY.
The —— Laundry, Lim. *Dec. 2nd.*

DEAR SIR,

I see you have not returned the table-cloth this week which was missing from last week's parcel, and I presume you have not been able to trace it. This was a large, new table-cloth, worth 15/-, and I must ask you to replace it or refund the value.

Yours faithfully,
MARY NEME.

---

104. To a Dressmaker, complaining of faulty Work

"THE LOFT," WESTON.

DEAR MISS MULLINS, *May 18th.*

I shall be glad if you will call and see me as soon as possible, as you have not been very successful with the two dresses you have made for me. Both require alteration before I can wear them.

Yours faithfully,
EDITH MONEY.

---

105. To a Tradesman, asking for Time to pay A/c

648 ROWELL ROAD, BRIXTON, S.W.2.

DEAR SIR, *Feb. 28th.*

I am very sorry your A/c should not have been paid before now, but I have had some unexpected heavy expenses. I send £— on A/c, and should be very much obliged if you would let the balance stand over till the end of March, when it shall be paid without fail.

Yours faithfully,
SUSAN ALBURY.

BUSINESS

(2) TO DOCTORS

106. Calling in a Doctor

Mrs. Welford presents her compliments to Dr. Wallis, and will be obliged if he will call on her at his earliest convenience.

MARLOW SQUARE, W.2.
May 2nd.

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107. Ditto

BELGRAVE TERRACE, S.E.12.
July 9th.

DEAR SIR,

Could you oblige me by calling at your *earliest* convenience? My husband is very unwell, and I am anxious for your immediate advice.

Very truly yours,

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108. Requesting a Doctor to visit a Sick Child

84 ARCADY AVENUE, N.7.
June 20th.

DEAR SIR,

My child has been ailing for the last three days, and I should like you to see him without further delay. I thought there was nothing more the matter with him than a bad cold, but now he appears to be very feverish, and I shall be most grateful therefore for your early attendance.

Yours faithfully,
JULIA DIXON.

109. To a Doctor, asking for Introduction to a Doctor in another Town

BRIGHTON.
May 8th.

DEAR DOCTOR THOMAS,

We are staying here for a few months, and I am sorry to say little Dulcie has developed the skin trouble again for which you treated her last year. Can you recommend a Doctor in this town to whom I can take her for treatment ?

Yours faithfully,
FLORENCE LOCK.

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110. To a Doctor, asking for further Advice

95 HARROW LANE, LAUNCESTON.
June 28th.

DEAR DOCTOR THOMAS,

I feel very anxious about my husband. He does not appear to make any progress—indeed I think he is growing weaker. I feel so anxious, and am so eager that nothing shall be left undone that might benefit him, that it would be a great relief to me to have further advice on his case. Would you please let me know what it would cost to call in a specialist to see him and whom you would recommend ?

Yours faithfully,
ADA BARDELL.

BUSINESS

(3) APPLICATIONS FOR EMPLOYMENT

(Note—A stamped, self-addressed envelope should always be enclosed with these letters.)

111. From a Housemaid

481 VALE LANE, CAMBERWELL, S.E.5.

DEAR MADAM, *March 9th.*

In reply to your advert. in the *Morning Post*, I beg to apply for a place as housemaid. I have been with ——, of ——, for three years, and before that with ——, of ——. Both will give me good references. I am thirty-two years of age, and am asking £— a year as wages.

I remain, Madam,
Yours obediently,
ALICE FORME.

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112. From a Lady's Maid

284 INKER ROAD, DEPTFORD, S.E.8.

DEAR MADAM, *April 9th.*

Having heard that you are in need of a lady's maid, I beg to offer my services. I was with Lady —— for nine years and only left her because I did not wish to go abroad. She has given me an excellent reference, a copy of which I enclose.

I am forty-two years of age. I am thoroughly experienced in all branches of the work of a lady's maid, and have always been regarded as a good needlewoman.

Lady —— paid me £— a year. I shall be pleased to call and see you at any time you care to name.

Trusting you will be able to give this application favourable consideration,

I remain, Madam,
Yours obediently,
CHARLOTTE MAYNE.

113. **From a Cook**

8 MARIA ROAD, IPSWICH.

DEAR MADAM, *June 9th.*

Having seen your advertisement for a cook in to-day's *Times*, I beg to apply for the place. I am experienced in all kinds of cooking and can make clear soup, entrées, and all kinds of sweets. I enclose copies of references from my last two situations.

I am thirty-three years of age, single, and a teetotaller. My wages are £—. I can come and see you at any time, if you wish, but I should be obliged if you would tell me in your letter what outings I should be allowed and how many other maids are kept.

I remain, Madam,
Yours obediently,
——— SARAH SCALES.

114. **From a Nursery Governess, applying for her first Post**

94 VALLEY RISE, BRENTFORD.

DEAR MADAM, *Feb. 19th.*

I have been told by Doctor Brown that you are in need of a nursery governess, and he has kindly promised to recommend me to you. I have never held a similar post, but I am very anxious to obtain work, and I am sure if you would give me a trial I could give you satisfaction.

I am twenty-three years of age, was educated at the —— High School for Girls, and am used to children, as I have young brothers and sisters. It is work I should love, and I would do my very best to please you.

I remain,
Yours faithfully,
——— ROSE CAREW.

115. **From a Widow who wishes to act as Housekeeper**

MAY COTTAGE, MATLOCK.

DEAR SIR, *Nov. 18th.*

In reply to your advertisement in the *Daily Chronicle*, I beg to apply for the post of working-housekeeper.

I have not held such a position before, so cannot give

you references from previous employers, but the Rev. ——, of ——, and Doctor ——, of ——, will answer any inquiries about me. They have known me for many years.

I am forty-seven years of age and was left a widow nine months ago. Both my children are grown up.

I am a good cook and an economical housekeeper, and am quite capable of taking entire charge of a house. If you engage me I will try very hard indeed to please you.

I would be content with £— a year as salary.

Yours faithfully,

MARION LISTER.

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116. From a Clerk, inquiring for a Vacancy

84 LADYSMITH ROAD, SYDENHAM, S.E.26.

Messrs. —— *Jan. 9th.*

DEAR SIRS,

As I know you have a large staff of lady clerks, I am venturing to ask if there is a vacancy on your staff for a shorthand-typist, and, if not, if you will consider my application when the next vacancy arises.

I was trained at the —— Commercial School, and hold their —— class certificate for shorthand, typing, and commercial correspondence. I have had two years' experience with Messrs. —— & ——, of ——, to whom, I believe, I have always given every satisfaction.

I am twenty-two years of age, very quick and methodical, and a hard worker. My speeds are 120/50.

I could give references from my present employers, the —— Commercial School, and Doctor Allen, of ——.

Hoping you will be able to give this application favourable consideration, I beg to remain,

Yours faithfully,

ISABEL WHITE.

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117. From a Mother, seeking Employment for a Daughter

284 PEVENSEY ROAD, MAIDSTONE.

Messrs. —— *& Co.* *May 18th.*

DEAR SIRS,

I am anxious to apprentice my daughter (aged 15) to a good firm to learn dressmaking or millinery. I

shall be very much obliged if you will let me know if you have any vacancies for apprentices and what is the terms upon which you take them. My daughter is a bright and intelligent girl, and I am sure would give you satisfaction.

Yours faithfully,
ALICE MAYNARD.

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118. From a Lady to a Doctor, asking for his Influence to obtain a Situation as Companion

89 TWYFORD ROAD, PUTNEY, S.W.15.

DEAR DOCTOR MYLES, *May 16th.*

I find it necessary to find employment of some kind, and I am writing to ask if you know of anyone among the many people you meet to whom I could be useful as a companion. I know doctors do sometimes know of people—old or infirm, or perhaps deaf, or even blind—who need a companion to take care of them, and I think you would be willing to recommend me for such a post. You know I should do my very best. I should love to have a dear old lady to care for.

I do not expect a large salary, as I have some means, and a comfortable home is more important to me.

If you can help me in any way, I shall be very grateful to you.

Ever yours sincerely,
MABEL INWOOD.

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119. Applying for a Reference

248 LONG LANE, LEWISHAM, S.E.13.

DEAR MADAM, *April 28th.*

As I have now the offer of a good post in Dorchester, I shall be very much obliged if you will give me a character for the four years spent in your service, so as I can forward it to my new employer. Will you please speak both as to my character and work? I think my work always gave you satisfaction, so I hope you will say all you can in my favour, as I am very eager to get this post.

Yours respectfully,
JANE O'CONNOR.

(4) LETTERS TO AND ABOUT SERVANTS. REFERENCES

120. Engaging a Servant

284 PITMAN ROAD, PORTSMOUTH.

DEAR MISS MOORE, *Sept. 25th.*

I have now taken up your references, and, as they are quite satisfactory, I shall be glad for you to start your duties here as soon as possible.

To save any misunderstanding, I repeat the terms arranged with you at our interview. You will do all the cooking required and be responsible for cleaning the kitchen, scullery, hall, and staircase, and your own bedroom; there will be mid-day dinner on Sunday; you will be free to go out every evening after dinner, and every Sunday after two o'clock; you will be entitled to one day's holiday a month and a fortnight every summer on board wages; your salary will be £40 a year.

Please let me know at once when you can come.

Yours faithfully,

C. C. DEAR.

121. Dismissing a Servant

DEAR FANNY, *May 8th.*

As apparently you intend to go on disobeying me by staying out long after 10 o'clock every evening, I am afraid I cannot keep you in my service. This letter is to give you notice that your engagement here will come to an end one month from to-day's date.

If you care to give my name as a reference, I will say what I can in your favour, as I have no other cause of complaint against you. Yours faithfully,

M. THYSSON.

122. Inquiring about a Governess

285 BEDFORD STREET, S.E.15.

DEAR MADAM, *May 16th.*

Miss H—— has applied to me for a post as governess and has referred me to you—with whom she

tells me she has resided four years—for a recommendation. I shall esteem it a great favour if you will give me any information you can as to her capability of taking charge of the education of my three little girls and her character. Is she good tempered?

With many apologies for thus troubling you, believe me,

Yours faithfully,

CECILIA MONTGOMERY.

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123. Reply, favourable

"MOORLANDS," SURREY.

DEAR MADAM, *May 18th.*

In answer to your inquiries about Miss H——, I have much pleasure in informing you that you may safely entrust your little girls to her care. She has refinement and good sense and is very patient with her pupils. She is both a cheerful companion and an able teacher, and my regret almost equalled my children's when I parted with her, but our leaving the country made it unavoidable.

Yours faithfully,

——— ELLEN ARMSTRONG.

124. Reply, unfavourable

"MOORLANDS," SURREY.

DEAR MADAM, *May 18th.*

I regret you should have applied to me for a reference for Miss H——, as I cannot give a very satisfactory answer to your inquiries. I found her a most amiable young lady, but she was very incompetent as a teacher; and as my children grew older I found it necessary to find a more efficient person, as they were making no progress.

Yours sincerely,

——— ELLEN ARMSTRONG.

125. Reply to Inquiries about a Housemaid

28 SLINGSBY SQUARE, W.2.

DEAR MADAM, *Feb. 18th.*

In answer to your inquiries about Fanny Legg, I may say that her former mistress, Mrs. Roach (with whom she lived as nurse), gave her a sufficiently satisfactory character to induce me to take her as housemaid, in which

capacity she was with me for some time. I found her civil, obliging, clean, an early riser, and always anxious to do well, but she did not get on well with my other servants. Her work as housemaid was always done well, but I cannot answer for her as to waiting at table or any parlourmaid's duties, as she had not anything of the kind to do here.

Yours truly,
ADELAIDE FAULKNER.

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126. Refusing an Application for Employment

84 MAYFAIR LANE, RICHMOND.

DEAR MISS LEGG, *June 25th.*

I have now taken up your references, but I don't think you will quite suit my place, and I shall not therefore trouble you further.

Yours faithfully,
A. M. ROWE.

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127. Inquiring for a Lady's Maid

ST. MARY'S CRAY.

DEAR SOPHIA, *June 5th.*

I am about to lose Jane, who for so many years has lived with me as my maid. She is going to be married. She knew my ways so well that I feel I can never find her equal. Do you know anyone who would be likely to suit me? Some knowledge of French would be advisable. With best love,

Yours very sincerely,
REBECCA FAED.

---

128. Reply

ST. IVES.

DEAR REBECCA, *June 6th.*

I am glad to be able to recommend you one of the best lady's maids I think I ever saw. She is neat and very handy. She speaks a little French, and reads well and distinctly, has a nice manner, and is a first-rate dressmaker. I think she should suit you well. Her name and address are ——, ——, and she is now at liberty.

Trusting that all your family are well,

I remain, Yours very truly,
SOPHIA JAY.

BUSINESS

(5) LANDLORD AND TENANT. HOUSE PROPERTY

129. To a Landlord, asking for Repairs to be done

492 LORE STREET, PECKHAM, S.E.15.

DEAR SIR, *Nov. 12th.*

I should be obliged if you would send a man to repair the front fence of this house. It is in a very dilapidated condition and seems to me in danger of falling into the road, where it might injure someone.

Yours faithfully,
M. A. BROWN.

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130. To a Landlord, asking him to cancel Lease

492 LORE STREET, PECKHAM, S.E.15.

DEAR SIR, *April 14th.*

As you are aware, my husband died a month ago, and now I have had time to go into his affairs I find it is quite impossible for me to pay the rent of this house. I see our agreement has still eighteen months to run, but I should be very much obliged if you could see your way to releasing me from it.

Trusting you will be able to meet me in this respect, I beg to remain,

Yours faithfully,
M. A. BROWN.

---

131. To a Landlord, asking Permission to sub-let

492 LORE STREET, PECKHAM, S.E.15.

DEAR SIR, *April 28th.*

Owing to financial losses, it would be a very great help to me to sub-let the top floor of this house. By

our agreement I see I can only do this with your permission. I have found a very suitable tenant—Mrs. Stone, of ——. There would only be herself and her daughter, and I have received excellent references from their former landlady. I hope therefore you will make no difficulty about giving permission, and I should take it as a great favour if you will let me hear from you as soon as possible.

Yours faithfully,
M. A. BROWN.

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132. To Gas Company, complaining of Gas Supply

492 LORE STREET, PECKHAM, S.E.15.
Oct. 18th.

The Chief Engineer,
—— Gas Co.

DEAR SIR,

The supply of gas in this house lately has been very poor, and I think the pipes must need attention. I should be obliged if you would send a man to attend to them as soon as possible.

Yours faithfully,
M. A. BROWN.

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133. To a Building Society, in reference to Mortgage

492 LORE STREET, PECKHAM, S.E.15.
Oct. 14th.

The Manager,
—— Building Society.

DEAR SIR,

I should be very much obliged if you would let me know whether you would be willing to advance me £250, secured by a mortgage on this house. I have a lease with 84 years to run, with a ground rent of £8. The house is well-built and in good condition and is worth about £800. There is no other mortgage on it.

I shall be pleased to allow your surveyor to see it at any time, and to produce the deeds for your inspection.

I should be willing to pay off the mortgage by annual payments spread over seven years, and shall be obliged if you will give the matter your prompt attention.

Yours faithfully,
M. A. BROWN.

134. To a House Agent, asking him to let Furnished House

492 LORE STREET, PECKHAM, S.E.15.
March 1st.

DEAR SIR,

I want to let this house furnished for six months from the end of this month, and am asking a rent of four guineas a week.

There are two reception rooms, four bedrooms, kitchen, scullery, and bathroom, h. & c. water, electric light, and a good garden. It is well furnished, and I am willing to leave linen and plate if desired.

I should be glad to know at once if you think you could find me a suitable tenant and what your terms would be.

Yours faithfully,
M. A. BROWN.

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135. To a Neighbour, asking Permission to fix "Wireless" Aerial

492 LORE STREET, PECKHAM, S.E.15.
Sept. 15th.

DEAR MRS. WHITE,

We are having a "wireless" set installed, and the man who is doing the work for us suggests fixing the aerial from our house to the post you have erected at the bottom of your garden. This would save us the expense and labour of erecting another post. Would you give permission for this? I should, of course, be willing to pay you half the cost of erecting your post and also a nominal rent for its use.

But, if you see any objection to this arrangement, I beg you will not hesitate to say so.

With kind regards,

Yours sincerely,
M. A. BROWN.

[*Forms of Receipt for Rent, Notices to Quit, and Tenancy Agreements will be found in the "Commercial Forms" section at the end of this book.*]

BUSINESS

(6) LETTERS IN CONNECTION WITH CHARITABLE WORK

136. Asking for Votes in Election to a Home or Orphanage

"MAPLE LODGE," WESTBURY.
Oct. 19th.

G. E. Soanes, Esq.

DEAR SIR,

I see your name is in the list of subscribers to the —— Orphanage, and, if you have not already disposed of your votes, I should be very glad to have them for a case in which I am interested. It is a child of an old friend of mine who died last year, leaving a widow and five children quite without means. I enclose the election card which gives all particulars. It is a most deserving case.

Yours faithfully,
ETHEL PIGGOTT.

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137. Asking a Lady to help at a Bazaar

"THE DELL," WESTWOOD.
Sept. 24th.

DEAR MRS. DOMINY,

I have been asked to assist in getting up a Bazaar in aid of the funds for the restoration of the Parish Church. We are trying to form a strong Committee, and I have been asked to approach you and request you to join it. I know your interest will be aroused by the object, and we all know how very valuable your advice and help will be. The first meeting will be held here on Monday next at 4.0 p.m., as I am acting as Hon. Sec. *pro. tem.* I hope you

will come, and I hope also to be able to persuade you to take charge of a stall. Mrs. Wilson wants to have the Baby's Wear stall, and I thought of having an Empire foods stall, but you would have first choice of any other.

With kindest regards,

Yours sincerely,
BESSIE WORTON.

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138. Asking a Lady of Title to open a Bazaar

"THE DELL," WESTWOOD.
Oct. 18th.

To the Rt. Hon. The Countess of Wool.

MADAM,

A Bazaar is to be held in the Assembly Rooms on Jan. 18th, to raise funds for the restoration of the Parish Church. Four thousand pounds is urgently needed for immediate repairs, and we are aiming at raising at least a thousand of this by our Bazaar. I know your Ladyship's great interest in Westwood and in our historic church, and so I am venturing to ask if your Ladyship would honour us with your presence on the first day to declare the Bazaar open?

The function is being organized by a strong Committee of local ladies. It has the patronage of the Bishop, and great efforts are being made to make it a success. We all feel that your presence would be of the greatest possible assistance to the object we have in view and would give great pleasure to all concerned.

I am, Madam,
Your Ladyship's obedient servant,
BESSIE WORTON.

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139. Asking for a Donation

492 MALTBY ROAD, CROYDON.
Dec. 12th.

DEAR MADAM,

On account of the great poverty and distress that is prevalent among the poor of this district, several kind ladies have proposed setting up a Relief Centre, for

which funds are being raised. May I ask you to lend your aid and influence to it by adding your name to the enclosed list of subscribers?

Yours sincerely,
RACHAEL HOWARD.

---

140. Reply, enclosing a Donation

CROYDON.
Dec. 13th.

DEAR MISS HOWARD,

Enclosed is the list, and my subscription. I feel happy to be able to join in so good a work. You may rely on my best endeavours for the furtherance and support of the scheme.

Wishing you every success in your efforts,
Believe me,
Yours sincerely,
SOPHIA BENNETT.

---

141. Reply, refusing a Donation

PENGE.
Dec. 14th.

MY DEAR MISS HOWARD,

I am very sorry that I am not able to comply with your request for a subscription, but the poor of our parish are so very necessitous that all we can spare from our income is insufficient for their relief; and I consider that they have the first claim on us.

Believe me,
Yours truly,
MABEL PEEL.

142. To a Daughter at School

84 PENGE ROAD, DEPTFORD, S.E.8.

DEAREST DOROTHY, *Nov. 17th.*

I was very pleased to get your letter and to hear that you are now so happy and comfortable at school. You seem to be very fortunate in your friends, and I hope one day in the holidays you will be able to bring them home, so as we can meet them. I should think Ada is a dear.

I am not sending a hamper this week, as it won't be good for you to have too many, but I will send one soon.

I am sorry to hear the Latin is giving you trouble, but no doubt you will soon overcome that with a little work. Latin is a subject that comes more easily as you go on, I think.

Your brothers are both well. We had a letter from them yesterday, but there was nothing very much in it—they don't tell me all the news, as you do.

Daddy is very well and sends his love. He will write to you soon. Tinker is fatter than ever. I think he finds life rather dull now you are all at school.

Write again soon and tell me all you are doing and how you are getting on with your work. Also how your clothes are wearing. I hope you are taking care of them.

With love and kisses from your affectionate

MOTHER.

---

143. To a Son's Wife, on her Extravagance

84 PENGE ROAD, DEPTFORD, S.E.8.

MY DEAR ADA, *Feb. 19th.*

I am sending you just a little note of remonstrance. I know it's dangerous for a mother-in-law to interfere

with her son's wife, but all the same I feel sure you love me well enough to forgive me, even if I do make you a little bit angry.

Fred was here last night. He didn't say a word about his affairs, or complain in any way, but we all thought he was looking very worried and ill, and his father says he knows his business is doing very badly just at present. In the circumstances don't you think you are a wee bit extravagant in having so many new clothes?

Fred won't deny you anything, and he likes to give them to you, but all the same, if he is pressed for money, it must worry him a good deal. Two new costumes, a cloak, new furs, and many other things, all since Christmas—doesn't it strike you as rather more than you need?

Think it over, dear, and anyway always believe I am only writing out of my love for you and my dear boy.

Our love to you both.

Your affectionate mother,
KATE SMITH.

---

144. To a Mother-in-law, in Reply

396 HILL ROAD, BROCKLEY, S.E.4.

MY DEAR MOTHER, *Feb. 21st.*

You dear old thing! Fancy making all those apologies for writing *anything* to anyone so fond of you as I am! Of course I'm not angry—not even a wee bit.

Fred has never said anything to me about money worries, nor has he ever seemed short of money. If I have been extravagant it isn't all my fault. I think he ought to tell me. Men are so silly like that—keeping their wives in ignorance just at the time when they could help them most. They think it is very chivalrous and noble, but it isn't fair—we can be as noble as they, and it doesn't give us a chance. I am going to tell Fred so.

One thing, dear, thoughtful, little Mother, you may be quite sure of—I'm not going to buy another rag of any kind all this year unless Fred himself tells me to.

There! That's what your "interference" has done.

Oceans of love from your penitent daughter,

ADA.

145. To a married Son, declining an Invitation to live with him

84 PENGE ROAD, DEPTFORD, S.E.8.

Sept. 18th.

MY DEAR FRED,

It is very sweet of you and Ada to want me to come and live with you, but I'm not going to alter my mind—I know my duty better. One of my greatest pleasures is to think of your happy home, and your dear children growing up around you, and I hope often to come and see you and stay with you, but I know I ought not to live with you, however much I might like it—young married people so much in love as you and Ada still are ought never to have their happiness marred by the intrusion of a third person.

That is final, because I know I'm right. I shall be very comfortable in my tiny flat and shall see you often, but I will confess your loving letter has given me exquisite pleasure. I shall always remember that you wanted me. God bless you both!

Your loving
MOTHER.

---

146. To a Married Son, on Neglecting his Wife

284 MANOR AVENUE, MANCHESTER.

May 19th.

DEAR JACK,

I am afraid you will not like what I am going to say, but I think it is time someone said it to you, and there is no more suitable person than your mother.

I think you are behaving very unkindly to Elsie. She is a dear, patient girl, who does not complain, and there is no doubt that she is still very fond of you. Yet you treat her with very cruel neglect. Four or five nights a week you spend at your club, and more often than not are away for the week-end. Elsie can see practically nothing of you.

Now, dear boy, is this right? Is it kind? Is it even wise? Elsie must feel it very much and be very wretched, although she says nothing and tries to go on smiling. Think it over, Jack, before it is too late. I cannot help

thinking that in your blindness you are throwing away the greatest treasure that is ever given to a man—a loving wife.

My love to you both.

Your affectionate
MOTHER.

---

147. To an Elderly Relative

19 THE GROVE, MALDON.
Nov. 18th.

DEAR UNCLE GEORGE,

I have been thinking about you a good deal of late and wondering how you have been keeping through this trying weather. I hope the rheumatism has not been bad and that you are free from colds.

We are all well here just now, and busy, although John complains that business is very slack for the time of year. We had a long letter from Australia last week. Dick really seems to be doing well at last, and says the tea industry is booming. He has a car now.

I suppose you have been very keenly interested in the political happenings lately, and I hope the result of the Wednesday election did not upset you too much. John was very irate about it—he doesn't know what the country is coming to. I always think of you when I read the political news in the paper. I do read it, now I've got a vote, but I don't think I shall ever be able to get excited over politics like you and John.

I have no more news now. I should love to have a letter from you when you feel inclined to write.

Love from us both.

Yours affectionately,
MARY PENDER.

THE GENTLEMEN'S LETTER-WRITER

MODEL LETTERS

SOCIAL

(1) INVITATIONS. ACCEPTANCES. REFUSALS

1. Invitation to Dinner (Bachelor's)

84 METCALFE STREET, W.2.

DEAR BROWNE, *June 10th.*

Will you dine with me at eight o'clock to-morrow? There will be four of us, and we can have a few quiet rubbers of bridge. Come prepared to make a night of it.

Yours truly,

——

---

2. Accepting

8 BOWER STREET, W.2.

DEAR ——, *June 18th.*

Shall be delighted to dine with you to-morrow, but I don't know about making a night of it. You forget I have to work for my living in these days.

Yours truly,

A. BROWNE.

---

3. Declining

8 BOWER STREET, W.2.

DEAR ——, *June 18th.*

Sorry, old man, but I have a theatre engagement for to-morrow night. Another time I shall be delighted.

Yours sincerely,

A. BROWNE.

4. Invitation to Family Dinner

MEDWAY VILLAS, S.E.9.

DEAR CAPTAIN MAURICE, *June 8th.*

Will you favour Mrs. Trevor and myself with your company at dinner on Monday next at 7.30 o'clock? We expect General Hill and his wife, and think you may like to make their acquaintance.

With our united regards,

Believe me,
Yours truly,

---

5. Accepting

RUSSELL SQUARE, S.E.9.

DEAR ——, *March 4th.*

I shall be delighted to accept your kind invitation for to-morrow, and will be with you promptly at 7.30.

With kind regards,

Yours ever,
T. B. MAURICE.

---

6. Invitation to a Tennis Party

HAVANT.

DEAR HOWARD, *May 17th.*

We are having a few friends here for tennis on Thursday next. Will you join us? We shall be delighted if you can. Play starts at 3 o'clock, and I can promise you some good games.

Ever yours,

---

7. Invitation to a Boating Party, Picnic, or Motoring Tour

"THE LIMES," BOUFIELD ROAD, CATFORD, S.E.6.

June 5th.

DEAR MR. LUMLEY,

We are spending a day on the river on Tuesday, and should be very glad if you could join us. Your friends,

the Blakes, are coming, and your special friend, Miss Ridley. We shall start from the —— Boathouse at Staines at 10.30. The girls send their love, and say you must come —they always feel so much safer with a strong swimmer like you in the boat !

Yours ever,

——

8. Ditto

DEAR MR. LUMLEY,

A party of us are spending the day at One Tree Hill on Monday. Will you join us ? We are catching the 10.15 from Waterloo. It's just a quiet day in the country, but do come if you can. We are taking plenty of lunch for you.

9. Ditto

DEAR MR. LUMLEY,

We are making a trip down to the coast on Sunday in the car. Will you join us ? We've plenty of room for you, and will call for you about 9 o'clock. If you are unable to come, will you 'phone me to-morrow ? Gerrard, 4821.

---

10. Accepting

HAVANT.
May 18th.

DEAR ——,

I shall be delighted to join your tennis party. I will be sure to be over in good time.

Believe me, ever yours truly,
HOWARD.

---

11. Declining

HAVANT.
May 18th.

DEAR ——,

I regret extremely that I cannot accept your kind invitation, but, unluckily, I am obliged to go to town to-morrow, and shall not return till Monday week.

Yours ever,

——

12. Declining more fully

PORTSMOUTH.
Feb. 1st.

DEAR ——,

Thank you very much for thinking of me on Saturday. I should have liked to have joined your party immensely, but I am going to Ventnor that afternoon. My mother and sisters have already gone to Beaumaris, and on Wednesday our friends the Boscawens returned to Ventnor where I am joining them.

Although I fear it is very late, I must send you and your sister all the good old-fashioned New Year's wishes. With many thanks for your kind note,

I remain,
Your sincere friend,
HENRY ROSS.

---

13. Accepting an Invitation conditionally

HAMPSTEAD.
May 4th.

DEAR MRS. THURGOOD,

I have been laid up with neuralgia for some days, and have not quite recovered from it yet. If I may, I will accept your kind invitation for Saturday next however, and, if my neuralgia has not gone before then, will be sure to let you know.

With kind regards to yourself and sister,

Yours very truly,
WALTER BOSSORS.

---

14. Invitation to a Bachelor Party

KIDDERMINSTER.
Feb. 14th.

DEAR FELLOWS,

Yesterday I met Donovan and our four other old friends, who are down here for a few days; they are coming to dine with me to-morrow at seven. I know it is some years since you met them, and I shall be delighted if you will make one of our party.

Yours sincerely,
F. CUNNINGHAM.

15. Accepting

HILL HOUSE, KIDDERMINSTER.

DEAR CUNNINGHAM, *Feb. 15th.*

It will give me the greatest pleasure to dine with you to-morrow at seven. It is many years since I met the friends you mention, but I still have a vivid recollection of the many pleasant hours spent in their company.

Yours sincerely,

HARRY FELLOWS.

---

16. Invitation to a Friendly Dinner

DUNLAND PLACE, S.W.1.

DEAR HINDMARSH, *Oct. 1st.*

I heard by the merest accident yesterday evening that you were in town. Will you come and dine with us to-morrow? You know our time—seven o'clock. I met J. F. and our old friend from the North yesterday. They will be here, and we hope to have a little music in the evening. All join in best regards.

Yours very sincerely,

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17. Postponing an Invitation

THE BEECHES, SYDENHAM, S.E.26.

MY DEAR TOM, *Nov. 6th.*

I know you will be grieved to hear that my mother is rather dangerously ill. She has a sharp attack of bronchitis and, the Doctor says, must be kept perfectly quiet. In the circumstances I am afraid I must postpone our dinner party fixed for the 17th, but I hope to give you better news shortly, and to fix up another date.

Yours sincerely,

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18. Invitation to a Lady Friend to Lunch in a Restaurant

94 POTTER'S AVENUE, BALHAM, S.W.12.

DEAR MISS ASHTON, *May 14th.*

I seem to see very little of you nowadays and practically never get an opportunity of talking to you.

We have not met for over a month ! Would you come up to town and lunch with me one day next week ? We could go to the Petite where the lunch is really excellent, and sit and talk afterwards, or, if you prefer, go on to a matinee. Any day and any time will suit me. Do come.

Yours most sincerely,
A. T. HALLOWS.

---

19. Accepting an Invitation to a Week-end Party

14 MONTROSE PARK, W.2.
May 24th.

DEAR MRS. VERSTANE,

Thanks very much for your kind invitation to spend a week-end with you. Nothing could give me greater pleasure. I can catch the train you mention and will be with you on Friday. Again many thanks and kindest regards.

Yours sincerely,
N. M. THOMAS.

---

20. Declining Same

14 MONTROSE PARK, W.2.
May 24th.

DEAR MRS. VERSTANE,

It is awfully good of you to ask me to spend the week-end with you, and there is nothing I should have liked more, but unfortunately I shall not be able to get away from the office till very late Saturday night. I am bitterly disappointed, but I fear it can't be helped.

I hope you are all keeping well. Kindest regards.

Yours ever,
N. M. THOMAS.

---

21. Declining an Invitation so as to indicate you do not wish it to be repeated

14 MONTROSE PARK, W.2.
May 24th.

DEAR MRS. VERSTANE,

I regret I am unable to accept your invitation for the 26th. It is very good of you to ask me, but I have

so many engagements nowadays, and my work is making such increasing demands on my time, that I don't think it wise to add to them.

Yours faithfully,
N. M. THOMAS.

---

22. On Returning from a Visit

14 MONTROSE PARK, W.2.
May 28th.

DEAR MRS. VERSTANE,

I reached town yesterday in good time and after a very comfortable journey. I enjoyed my stay with you immensely, and feel very much better for it. I always do—you have the perfect gift of making every one feel happy and comfortable. I have been thinking of you all day and wishing I were with you.

You will be interested to hear that on reaching Waterloo I ran into Mrs. Atkinson. She was most eager to hear all about you and your daughters, and bemoaned the fact that she never seemed to have time to visit her best friends now. I hope you will recognize yourself under that flattering description!

Please remember me to all my friends, and kindest regards to yourself,

Yours very sincerely,
N. M. THOMAS.

SOCIAL

(2) LETTERS OF CONGRATULATION AND CONDOLENCE

23. To a Friend on securing an Appointment

14 ALBERT ROAD, BEDFORD.

Jan. 26th.

MY DEAR GEORGE,

I was delighted to hear your news and congratulate you most heartily on securing such an excellent appointment. You're a lucky dog, but no one deserves it better. It sounds the kind of job that is exactly suited to you, and you are sure to do well in it. I shall often be thinking of you and wishing you well, and I hope you won't quite forget the old and humble friends you are leaving behind.

Ever yours,

JACK.

---

24. To a Friend on his Birthday

"THE CHESTNUTS," CHESTER.

Feb. 19th.

DEAR TONY,

Just a few lines to wish you Many Happy Returns of your Birthday. The years are rolling by, old boy, and perhaps you would rather I did not remind you of their number, but I hope there are plenty more of them to come, and may they all be happy ones ! May they grow happier and happier !

There will be a few of your old friends gathered together to-morrow, and be sure we shall be thinking of you, and talking of you, and drinking your health. Here's all the best to you, old boy ! God bless you, and may we meet again soon !

Yours as ever,

MARTIN.

25. To a Lady Friend on her Birthday

"Holly Lodge," Hythe.
March 4th.

Dear Miss Warner,

Please accept my very best wishes for your birthday. I hope it is going to be a very happy day and that I may be able to repeat my wishes on countless similar occasions to come.

I am sending along a few flowers which I hope may give you a little pleasure. They come with my sincerest good wishes for your health and happiness.

With kindest regards,

Yours most sincerely,
T. E. Beale.

---

26. To a Friend on his approaching Marriage

404 The Drive, Bodmin.
April 19th.

My Dear George,

I was delighted to get your letter, but of course not altogether surprised at the contents. I have seen how things have been trending for some time. I think you're a wise and lucky fellow. I congratulate you most heartily, and also Miss Leman. I'm sure you're admirably suited to each other, and I hope the future holds nothing but happiness for you both.

I should like to contribute to the joyousness of the occasion by some little gift. Perhaps you will let me know what would be most appreciated just now.

With all good wishes from

Your old friend,
Harold.

---

27. To a Friend on the Birth of a Child

284 Park Mansions, W.1.
May 9th.

Dear Old Will,

So the long-expected event has come off at last and you have a son and heir! Good luck to you! I've

no doubt it's a bonny, bouncing boy—the finest ever seen. I know you proud fathers, and it won't surprise me a bit to hear the next time I see you that all your hats have got too small for you.

Seriously, though, old boy, I am delighted and congratulate you very heartily. I know how much you and May have wished for this, and how much happiness it will bring you. Please give my kindest regards to May and the son and heir. I hope both are progressing well and shall be glad to hear how they are going on. As soon as I may, I should like to call and congratulate all three of you in person.

Yours sincerely,
TOM.

---

28. To a Friend who has been Knighted

40 MAYFAIR STREET, W.4.
June 28th.

DEAR SIR ALFRED,

I have just heard of the honour that has fallen to you, and I hasten to send you a word of congratulation. It is one you have richly deserved, and I know of no one more fitted to bear it and do it credit. I know you have not sought it, and possibly did not desire it, but I hope it has given you pleasure. It should do, for it is but a just recognition of services well and truly rendered. It will also give you added opportunities of public usefulness, and I know you will appreciate that. I hope you will now give serious consideration to a matter I have often urged upon you—your standing for Parliament. Men like you are badly needed there.

Please give my kindest regards to Lady Merlin. Isn't she proud of you?

Your sincere friend,
H. L. SHEEN.

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29. To a Friend on the Death of his Wife

HAMPTON ROAD, Lewes.
April 4th.

MY DEAR JOHN,

I cannot tell you how deeply grieved I was to hear your sad news. Words are so feeble and futile at a

time like this, but I feel I must send you a few lines to tell you how we feel for you and that we shall be thinking of you and praying for you. I hope you have been able to find some consolation in the knowledge that your dear wife was in every act, deed, and word a true Christian. How grateful you must have felt to have seen her so resigned and happy in the thought that, although her loss would cast a shadow on your life on earth, you would meet her hereafter in the better world where no trouble or sorrow is to be found! She was good in every acceptation of the term; her charities (so unostentatiously dispensed), her cheerful willingness to relieve any real distress, her talents and charm, endeared her to all. May God help you and send you comfort in His own way, and lead you to find the consolation that time brings for all earthly sorrows.

As soon as you feel equal to the journey, we hope you will come to us, and stay as long as you feel inclined. There is healing in Nature, you know, and a stay here might help you.

My wife unites with me in kindest regards and truest sympathy.

Yours most truly,

---

30. To a Lady Friend on the Death of her Mother

84 HILLY STREET, S.E.23.

July 1st.

DEAR MARION,

I know how deeply you must feel the death of your dear mother—the loneliness and regrets, and the sense of irreparable loss. It comes to all in time, but its poignancy is none the less on that account.

Don't think me cruel if I say that death is not all sadness. Your mother's life was over. It was a long, useful, honourable life, full of fragrant memories, and her time for rest had come. For her it is better so. For you who are left, there is the bitterness of parting, the loneliness, the loss, but through it all you have your memories of her, of her love and example and help, and by keeping them

always before you perhaps you will not miss her quite so much.

I know you are bearing up bravely, and I hope your health has not suffered.

Yours very sincerely,
PERCY.

---

31. To a Lady Friend on the Death of a Child

WESTGATE-ON-SEA.
August 3rd.

DEAR MRS. WEST,

I was deeply grieved to hear of your sad loss. I know it must be a terrible blow to you and to Jack. Dear little Elsie! It seems horrible to think of such a bonny, happy little mite suddenly taken away, but the one hope of consolation lies in the thought that, in some way that we are not permitted to understand, it is best for her. She has been taken to a higher happiness elsewhere.

I am writing to Jack, and I can only pray that such comfort and consolation as is possible to you may be yours.

Believe me, yours very sincerely,
S. M. KEENE.

---

32. To a Friend whose Brother is dangerously ill

ASHSTEAD.
Nov. 19th.

MY DEAR ALLEN,

Every morning we listen for the post with the greatest anxiety, trusting that it will bring us better news of your brother. We are continually thinking of you in this critical and dangerous hour and pray for you and your brother. I trust you have not given up hope. Remember that He on Whom we call is mighty to save, and we see many around us who have recovered from illnesses as severe as your brother's. We hope most sincerely you will soon be able to send us better news. Meanwhile take care of yourself as much as you can.

Yours most truly,

33. To a Friend who has met with a Disappointment

"MALBURY," PONTEFRACT.

Sept. 5th.

DEAR HAROLD,

I was extremely sorry to hear of your disappointment. It is very hard luck. You had worked hard and deserved success, and no one can do more. However, I know you have too much grit to let a thing like this unduly depress you. Wipe out all thought of it and have another try—that's the only sensible thing to do. You know what some learned old johnnie said—if it wasn't Shakespeare, it was some one just like him—about it not being in our "power to command success, but we'll do more; we'll deserve it." But I've no doubt that next time you'll do even better still; you'll do both—deserve it and get it.

Are you doing anything to-morrow night? If not, give me a ring, and we might fix up a night out together.

Yours ever,

BILL.

SOCIAL

(3) ANNOUNCING ENGAGEMENTS, DEATHS, &c

34. To a Friend, announcing Engagement

"COLTON," ASHSTEAD.
June 17th.

DEAR WILL,

I know you will be interested to hear that I am engaged to be married. I've no doubt you will guess the lady's name. Miss Brown and I fixed matters up last week, but of course the marriage won't take place for some time. I feel I am a very lucky fellow.

Yours ever,
PERCY.

---

35. Announcing the Birth of a Child

48 MAIDEN ROAD, EPSOM.
Oct. 31*st.*

DEAR MRS. BOLTON,

Our little son arrived on Tuesday—a big, strong little fellow. Mary and her son are doing well. Visitors won't be allowed for another ten days or so, but after that I know Mary will be delighted to see you.

Yours sincerely,
S. HALIBURTON.

---

36. Announcing a Death

186 PENT STREET, WIGAN.
Nov. 14*th.*

DEAR MR. ROBERTS,

You will be sorry to hear my father passed away last night. He had been ill for several weeks, but the end came quite suddenly and peacefully from heart failure. He was 77. My mother is, of course, very much distressed, but is keeping fairly well. The funeral will be at St. Mark's on Thursday, at 2 o'clock.

Yours faithfully,
B. L. STOKES.

(4) LETTERS ACCOMPANYING PRESENTS ACKNOWLEDGMENTS

37. To a Lady Friend, enclosing a Present

"THE TOWERS," HEREFORD.
Oct. 10*th.*

DEAR MISS SELBY,

I am giving myself the pleasure of sending you the enclosed little gift. I hope you will accept it and find it useful. Kindest regards.

Yours sincerely,
S. MORE.

---

38. To a Male Friend, enclosing a Present

"THE TOWERS," HEREFORD.
Oct. 10*th.*

DEAR MR. WITHERS,

I hope you will accept the enclosed, as a small token of my esteem for you, and of my gratitude for the services you have rendered me. I know you make light of them, but I am very grateful and shall not forget. I hope you will find some use for my little gift.

Believe me,
Yours very faithfully,
S. MORE.

---

39. To the Mother of a God-child, enclosing a Present

"THE TOWERS," HEREFORD.
Oct. 10*th.*

DEAR MARY,

How is that fine boy of yours going on? Well, I hope, and growing strong and sturdy like his father—to say nothing of his mother. Five to-morrow, isn't he? He'll soon be old enough for me to think of teaching him his Catechism. I enclose a postal order for ——. Will

you buy something with this that you know he wants and give it to him with my love? Be sure to tell him it's from his godfather, or he'll soon forget that he's got one—if he ever knew it.

I hope you and Jack and the boy are keeping well. We are all well here, but business keeps very quiet. Love to you all.

Yours affectionately,
SAM.

---

40. To an elderly Relative

"THE TOWERS," HEREFORD.
Oct. 10*th.*

DEAR UNCLE,

I was walking down the High Street the other day when I happened to see in a bookseller's shop this copy of the *Anatomy of Melancholy*. It struck me as a particularly nice copy, and I at once thought of you, as I know how you like to have your favourite works in these old bindings. So I decided to secure it, and send it herewith. I hope you will be pleased with it.

I am getting on pretty well now in the office, but promotion is slow, and I often feel I could do so much better if only I had a little capital. There are so many openings nowadays for young men, but they all need capital.

I hope you have been keeping well, and have had no return of the gout.

Your loving nephew,
SAM.

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41. Acknowledging a Gift from a Male Friend

489 PIPER'S HILL, WIGAN.
Dec. 11*th.*

DEAR MR. SMITH,

Your delightful gift came to hand this morning, and I must thank you very much indeed for it. It is awfully good of you to think of me, and you could not have chosen anything that would have given me more pleasure. I have put it into use right away, and have

already had some pleasant hours out of it. Once again, many thanks.

I hope you have been keeping well and fit this bitter weather.

Yours very sincerely,
S. MOORE.

---

42. Acknowledging a Gift from a Chum

489 PIPER'S HILL, WIGAN.
Dec. 11*th.*

DEAR FRANK,

Your letter and parcel duly received this morning. Thanks very much, old man, for your kind wishes and for your very welcome gift. The pipes are A1. I've got one in full blast now, and at every whiff I feel more and more grateful to the sender. I've had a very happy day—a nice little cheque from the *Pater*, and a variety of things, both useful and ornamental, from Mother and the girls. Come round as soon as you can, and inspect the treasures, and see me smoking the new pipe.

Yours ever,
SIDNEY.

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43. Acknowledging a Gift from a Lady Friend

489 PIPER'S HILL, WIGAN.
Dec. 11*th.*

DEAR MISS JONES,

How very kind of you to remember my birthday! Your delightful present came this morning and gave me much pleasure. It's a book I have long wanted to read, and I am promising myself a long and cosy evening with it in the near future.

I hope you are managing to keep well and warm this cold weather, and that you and your mother are well. Please remember me to her.

With kindest regards,

Yours sincerely,
S. MOORE.

SOCIAL

(5) INTRODUCTIONS

44. Asking for an Introduction

386 CLOTHIERS' HILL, BRISTOL.
Feb. 15*th.*

DEAR MR. MACDONALD,

My wife and I are going to Edinburgh for a rather prolonged stay, as I have business there that will keep me several months. I know you lived there for many years, and I am wondering if you would care to give us one or two introductions.

I shall be a good deal occupied, and my wife may feel lonely at times. If she knew one or two people on whom she could call for a friendly chat now and again, it would be very pleasant for her. And I have a particular reason for wishing to meet Canon ——, whom, I think, you used to know well.

If there is any commission we can execute for you while we are up North, please let me know.

Yours very sincerely,
H. P. TIMONS.

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45. Reply to Request for Introduction

BRISTOL.
Feb. 17*th.*

DEAR MR. TIMONS,

I was surprised to hear you and Mrs. Timons were going to Edinburgh for so long a stay. I wish I were ! I am delighted to give you introductions, and will also write to some of my old friends, who, I know, will be delighted to meet you and give you a real Scottish welcome.

I enclose letters to Canon ——, and to three other friends. I hope you will have a very pleasant stay.

Don't fail to let me hear from you. It is kind of you to offer to undertake any commission for me, but there is nothing just at present.

Kindest regards.

Yours very truly,
H. MacDonald.

---

46. Introducing a Stranger to a Friend

Bristol.
Feb. 17th.

Dear Alice,

My friends, Mr. and Mrs. Timons, are coming to Edinburgh for a rather long stay. I know you will be pleased to meet them, and I send this little note to act as the introduction which I should very much like to give in person.

Your sincere friend,
H. MacDonald.

---

47. Ditto

Bristol.
Feb. 17th.

My Dear Canon,

You will be surprised to get a letter from me, but I want to introduce to you my friend, Mr. Timons, who, with his wife, is leaving here to make a rather long stay in Edinburgh. As they will be strangers in a strange land, any little courtesy you can show them will be very much appreciated by them and by

Yours truly,
H. MacDonald.

---

48. Introducing a Friend to a Business Acquaintance

418 Penzance Avenue, Muswell Hill, N.10.
June 18th.

My Dear Morton,

The bearer of this note is a young man in whom I am very much interested. I want to help him if I can. He is out of a berth at present, and I thought perhaps

you might know of something that would suit him. I know he has an excellent character, and he himself will give you particulars of his experience, &c. He is a son of a very old friend of mine, who has now passed over, and I was distressed to find that his mother and two young sisters are dependent upon him. You will appreciate how grievous a matter continued unemployment is to any one so placed. Anything you can do for him I shall regard as a favour to myself.

Yours faithfully,
S. S. THORNE.

SOCIAL

(6) MAKING AND ANSWERING REQUESTS

49. To a Friend, asking for a Loan

ASHMEAD.
June 5th.

DEAR ROGERS,

I have been very unfortunate in some speculations lately, and as a consequence find myself temporarily very short of money. I have several small accounts which must be settled immediately. Could you let me have a loan of £50 for a month? By that time I shall be in funds again.

Yours faithfully,
S. JONES.

---

50. Reply, granting Loan

19 STANHOPE LANE, S.E.18.
June 6th.

DEAR JONES.

I am glad to be able to oblige you and enclose cheque for £50. Take your own time about repayment.

Yours ever,
B. ROGERS.

---

51. Reply, refusing Loan

19 STANHOPE LANE, S.E.18.
June 6th.

DEAR JONES,

I am sorry not to be able to oblige you, but I am afraid it is impossible for me to let you have £50 just now. I have a number of heavy expenses to meet, and from one cause and another money is very short.

Yours sincerely,
B. ROGERS.

52. Asking for Repayment of Loan

"MELTON," HYTHE.
Oct. 9th.

DEAR HOLLAND,

Can you make it convenient to let me have the £25 I lent you some months ago? I should find it very useful just now, or I wouldn't trouble you. All the best!

Yours ever,
H. M. COLLINS.

---

53. Repeated Request for Repayment of Loan

"MELTON," HYTHE.
Jan. 7th.

DEAR HOLLAND,

I have already asked you twice for repayment of the £25 I lent you over six months ago and am still waiting for it.

I think you are treating me very unfairly. This was a friendly transaction, and you promised to repay the loan in a month's time. I really cannot wait any longer. Please let me have it this week certain.

Yours faithfully,
H. M. COLLINS.

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54. Asking for Information about Hotels

"THE NEST," HOLTON.
Sept. 29th.

DEAR MISS WINTER,

I feel it is rather impertinent of me to write and ask you a favour, as our acquaintance is so slight, but I hope you will forgive that. My wife and I want to go to Torquay for a few weeks. I know you have spent a good deal of time there, and I shall be very much obliged if you will give me any information about suitable boarding houses and hotels. We prefer a small and comfortable place to a large and noisy one.

Hoping you will be able to recommend a suitable place, and again apologising for troubling you,

I remain, Yours faithfully,
C. L. ALBURY.

55. To a Vicar, asking for News of a Parishioner

"Melrose," St. Ives.
April 15th.

The Rev. J. Allen, M.A.,
The Vicarage, Charlton.

Dear Sir,

I must begin by offering very sincere apologies for writing to you, a perfect stranger, and asking a favour, but my excuse must be that I do not know any one who could give me the information I want except yourself.

I am anxious to get in communication with a man named James Wilson. He was at one time in my service, but I have lost sight of him for several years. I know he came from Charlton, and possibly he or his people are living there now and are parishioners of yours. If you know of any people of the name living in your parish, and would put me in touch with them, I shall be extremely obliged to you. I may add that my business with James Wilson would be to his advantage. I think he would now be about fifty years of age, and he served for a number of years in the Army.

I enclose a stamped envelope, and beg to remain,

Yours sincerely,

S. S. Paul (Col.).

---

56. Asking Advice as to a Career

86 Sandell Lane, Halifax.
March 16th.

Dear Mr. Ashton,

I have been giving much thought lately to starting my boy in life, and am now considering making him a Chartered Accountant. If you have time to write me, I should very much like to hear your views on the subject, and also any information you could give me as to what steps I should take to get him started, and the probable cost of training. I understand he would have to be articled to a practising Chartered Accountant.

He is 17 now and has passed the London Matriculation examination. He has always done very well in mathematics, and thinks he would like the work of an accountant.

I could pay a moderate sum as a premium—say, a hundred pounds.

I hope I am not troubling you too much, but I shall be very grateful for your advice. These are anxious and worrying times for fathers.

Yours very sincerely,
P. A. LEEMING.

---

57. Asking a Friend to act as Executor

"MYNOTT," WIMBLEDON, S.W.19.
Sept. 17th.

DEAR JACK,

I am contemplating making a will, and I should very much like to name you as executor jointly with my wife. I know she would like to have your help and advice if she needed it, and I know I could trust you to carry out my wishes. It will not be an onerous task, as of course I haven't a lot to leave, and anyway I'm not thinking of leaving it at all for a long time yet. I hope you will consent, and oblige

Your old pal,
HARRY.

COURTSHIP AND MARRIAGE

58. Proposal of Marriage in Formal Terms

BRAINTREE, ESSEX.
May 2nd.

DEAR MISS JOHNSTONE,

As no opportunity has presented itself of speaking to you lately alone, I venture to address you by letter, and I assure you my happiness greatly depends on the reply with which you may deign to favour me.

I love you, dear Miss Johnstone, very sincerely, and, if you can return my affection and become my wife, I shall consider myself the most fortunate of men.

As I think you know, my means are such as to make it possible for me to give you a comfortable home, and I hope you will believe me when I say that, if I am ever so happy as to call you my wife, my one care will be to try to make your life as happy as it should be. I am awaiting your reply most anxiously and beg you not to keep me in suspense.

I remain, dear Miss Johnstone,

Yours very truly,
HARRY CLINTON.

---

59. Proposal from a Middle-aged Gentleman

SNOW HILL.
Jan. 1st.

DEAR ROSIE,

On returning home yesterday afternoon, and reflecting alone on the pleasant morning we had passed, I was more than ever impressed with my stupidity in going on with my present solitary existence. Will you take pity on me and break this monotonous life by coming to share it with me?

I have loved you fondly and long ; your parents are my intimate friends ; they know my private character ; and I would do all in my power to make you happy. Won't you accept me as your husband ?

Believe me,
Ever yours devotedly,
CHARLES BYERS.

---

60. Proposal from a Widower

"HILL CREST," KEIGHLEY.
Nov. 19th.

DEAR MISS LINDSAY,

I am writing to make a proposal which may astonish you at first, but to which I hope you will give your very serious consideration.

You know how I am situated. You know how lonely I am. You know how badly my home needs a mistress and how much my children want a mother. I have always admired you. I have a very deep and sincere affection for you, and it is because I know your warm heart and how it loves to make people happy that I am venturing to ask you if you could ever care enough for me to come and share my life and home as my wife.

I would do all in my power to make you happy, and would make every arrangement possible for your comfort. Please think about it carefully, dear Miss Lindsay, and if you can say "Yes" I shall regard myself as the happiest and most fortunate man alive.

Believe me to be,
Yours ever most devotedly,
P. V. SLADE.

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61. Proposal from a Young Man passionately in Love

94 POPE'S ROAD, MERTON, S.W.19.
Jan. 4th.

DEAR MISS WHITE,

You will perhaps be surprised to get a letter from me after seeing me only yesterday, but I feel I must write. I have been trying for weeks to put into words what I am now writing, but I despaired of ever getting an opportunity. It is so difficult to get you to myself for more than a few

minutes, and even then you seem determined to prevent my saying anything serious.

Rosie, I love you passionately—have loved you from the very first moment I saw you. I think you must know it, for it has been quite impossible for me to conceal it. There is not another woman to compare with you—there never can be for me. I love everything about you. I love your dear blue eyes, your Cupid lips, your hair, your tiny ears. I love your beautiful hands, so small and warm and soft. I love your walk, your voice. I love above all your sweet, sunny nature, and your baby ways, and warm, innocent heart. Oh, Rosie, I love you—just you, and if you will not be my wife I feel that there can be nothing in life worth living for!

Perhaps if I was a more unselfish man I should not ask you. I know I am still poor and have my way to make in the world, and it might be years before we could marry, but I feel that, if only you love me as I love you, nothing else can matter. And I would work hard. With you to work for, I must make a fortune soon, and we would have such a glorious time together.

I know I am not worthy of you. What man could be? But, if only you will say "Yes," I would try so hard to be all that you would like me to be. I could not ask greater happiness than being allowed to serve you and work for you and trying to make you happy always.

Rosie—dear—do say "Yes." Write to me at once, and, if it is "Yes," I will come round and try to tell you all the hundreds of things I can't say here.

Believe me, now and always,
Your most devoted,
H. L. Smith.

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62. To the Father of the Lady you wish to Marry

94 Pope's Road, Merton, S.W.19.
Jan. 8th.

Dear Mr. White,

I am writing to tell you your daughter Rosie and I love each other and wish to be married. I know you do not know me very well, but I hope all you do know of

me is to my credit and will make you regard me favourably as a son-in-law.

I am twenty-four years of age, and am at present employed as a clerk by the —— Insurance Company, Ltd. My salary is £120 a year, but I get yearly increases of £15, and besides there are chances of promotion to better-paid positions, one of which I hope to obtain. I do not, of course, expect to marry until my salary is considerably higher, but Rosie assures me she is willing to wait, and I mean to work very hard to improve my position.

I know I ought to have spoken to you before I asked Rosie, but circumstances were too much for me. I may add that my people know Rosie well and are very fond of her and would give her a warm welcome.

I shall be pleased to give you any further information you want, and I hope you will understand how much your favourable reply to this letter will mean to me and also to your daughter.

Yours very sincerely,
H. L. SMITH.

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63. Reply (favourable)

"IVY LODGE," MERTON, S.W.19.
Jan. 10th.

DEAR MR. SMITH,

Your letter of the 8th inst. surprised me very much. I should have preferred that you had written to me before speaking to Rosie. As it is, you put me in a very difficult position if I wished to say "No." Certainly I could not consent to a marriage on your present salary, which is quite inadequate, but you have reasonable prospects, and I know you to be a steady and sensible young fellow, and your people highly respected, so I do not think I need thwart my daughter's wishes, which, she tells me, would break her heart.

However, before I consent to a formal engagement, I would like to have a talk with you. Can you come and see me on Wednesday, about seven o'clock?

Yours faithfully,
B. WHITE.

64. Reply (unfavourable)

"Ivy Lodge," Merton, S.W.19.
Jan. 10*th.*

Dear Mr. Smith,

Your letter of the 8th inst. surprised me very much. Certainly you ought to have written to me before you spoke to Rosie on such a matter. I most strongly object to long engagements, and you are not in a position to think of marriage for many years to come. Rosie is only a child and does not know her own mind, and it would be very unfair of you to tie her down to wait for you through all the best years of her life.

I have nothing against you personally, and, if in a few years' time you care to renew your request, I might give a different answer. In the meantime I must withhold my consent, and I trust, as a man of honour, you will not pursue the matter further with Rosie. It would only cause her unhappiness.

Yours faithfully,
B. White.

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65. Breaking off an Engagement

281 Malvern Avenue, Newcastle.
Nov. 15*th.*

My Dear Laura,

I have decided to write what is a very difficult and painful letter to me. If it is also painful to you, I am very sorry, but I don't think it will be.

We have now been engaged for over a year, and it is idle for us to pretend that it has been a success. Neither of us has been happy, and the quarrel of last night—only one of many, unfortunately—has convinced me that we made a mistake in thinking we cared for each other sufficiently to marry. I do not blame you in the least. No doubt I am to blame, but I think it is obvious that we could never live happily together, and the only wise thing to do is to recognize our mistake before it is too late. The truth is we are two strong-willed persons, whose tastes are constantly in conflict, and who only irritate and jar upon each other.

I am therefore asking you to release me from my engagement. I am very, very sorry to have led you into this position, and for all the pain and embarrassment it must cause you, but I feel that it is the only honest course.

I hope we shall part good friends—just two friends with the mutual recognition that they do not wish to be more than friends. I hope too you will not return my presents. I should like you to keep them, and if you will accept the engagement ring as a parting gift and wear it on another finger I shall feel you do not bear me any ill-will.

Yours very sincerely,
GEORGE.

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66. From a Father to his Son's Fiancée

"MELROSE," FAVERSHAM.
April 28th.

DEAR MISS DILLON,

Percy has just told us the news, and I hasten to write and tell you how delighted we are. I think he's a very lucky fellow to have won such a charming wife. I'm sure you will make him happy, and, on his side, he's not a bad fellow. He is worth caring for. He appears to be very much in love, and it isn't much good trying to talk sensibly to a man in that condition, but I hope you will both think seriously about what you are doing. It means so much to you. You can be very happy, and a delightful time lies before you, if only you start right. Try to know your husband, to study him and please him and make him happy, and he'll respond by doing the same by you. At least, I hope he will.

Forgive your new father, my dear, for starting off with a sermon, It is only that I am so anxious you should not miss any of the delights within your reach. We are all anxious to welcome you here. My wife is writing to ask you to come and stay, and I hope you will. We must get to know each other better.

Percy wants me to send his love, but I don't think I need trouble about that.

My love to you.

Yours affectionately,
H. S. STEELE.

67. Requesting Friend to act as Best Man

"TUFNALL," DUNDEE.
Feb. 24th.

MY DEAR FRANK,

My wedding with Mabel is fixed for next month—March 21st—and I am writing to ask if you would act as my "best man" on the great occasion. I have no brother or male relative who would naturally fill the *rôle*, and I would rather have you than any one. We are old chums—I'm sure you'll like to see me through this ordeal. No one could do it better, or look the part better. Mabel says your distinguished appearance will give quite a tone to the ceremony! It won't be an arduous job. There will only be two bridesmaids, and it will be very quiet. The ceremony will be at St. Jude's, and there will be an informal reception after at Mabel's house.

Yours ever,
GEORGE.

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68. Accepting

"HOLMWOOD," DUNDEE.
Feb. 26th.

MY DEAR GEORGE,

I shall be delighted to act as your best man at the happy event next month. I'll see you safely through—you leave it to me. Tell Mabel she's quite mistaken. No one looks at the best man at a wedding. It is the bride who is on show, and I'm sure she'll do her part well.

What shall I give you as a wedding present? I thought of a dinner service? Would you like that, or has somebody already bagged it?

Kindest regards to you both,

Yours sincerely,
FRANK.

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69. Declining

"HOLMWOOD," DUNDEE.
Feb. 26th.

MY DEAR GEORGE,

It is very good of you to ask me to be your best man, and, if circumstances had been different, I should

have been delighted, but, as it is, I am afraid I must ask you to excuse me. Please don't be hurt ! I am sure the ceremony will be a great success, and one of your numerous friends will make a much better best man than I should. The truth is I am feeling so worried and unsettled just now that I don't feel I can undertake an engagement of that kind. I know you will understand. Please give my kindest regards to Mabel. I appreciate her very flattering remark, and I wish you both the very best of luck and all possible happiness.

I am sending along a little piece of silver in a few days which I hope you and Mabel will like.

Yours sincerely,
FRANK.

BUSINESS

(1) TO BANKERS SOLICITORS TRADESMEN &c.

70. To a Banker, instructing him to invest Money

402 MELITA AVENUE, REDHILL.

The Manager, *Nov. 21st.*
—— *Bank, Ltd.*

DEAR SIR,

I see the balance in my current A/c is now £470. I should be obliged if you would invest £400 in the Five Per Cent War Loan for me and debit my A/c.

Yours faithfully,
T. M. WILTON.

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71. To a Banker, asking for an Overdraft

18 PALMER'S AVENUE, N.W.8.

The Manager, *Jan. 17th.*
—— *Bank, Ltd.*

DEAR SIR,

I should be glad to know if you will let me have an overdraft on my A/c up to £500. As security I can deposit with you the title deeds of this house which is my own freehold property.

Yours faithfully,
P. LEACH.

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72. To Solicitors in reply to a Claim for Damages

386 KELLY ROAD, PENGE, S.E.20.
March 1st.

Messrs. West & Sons.

DEAR SIRS,

I am in receipt of your letter of the 10th inst. respecting Mr. Mill's claim, to which I reply without prejudice.

I do not admit that Mr. Mills has any claim upon me, but I have already told him that, to settle the matter, I am willing to make him a present of a small sum as compensation for the loss he appears to have suffered. I cannot consider any amount like £70. Mr. Mills only suffered bruises and lost two days' employment, and I consider £5 would be generous compensation. I have offered him this sum, and the offer is still open, if he accepts it at once. If he does not accept, any further communications should be addressed to my solicitors, Messrs. —— and ——, Chancery Lane, W.C.2.

I must refuse to pay your costs, as I cannot see there was any necessity for Mr. Mills to consult you.

Yours faithfully,
T. T. VINE.

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73. To an Insurance Co., asking for Loan

99 FAILE STREET, HAILSHAM.
Dec. 14th.

The —— Insurance Co., Ltd.

DEAR SIRS,

I should be obliged if you would let me know what is the largest amount I can borrow on my Life Policy for £400, No. ——, and what interest would be payable.

Yours faithfully,
H. JONES.

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74. To a Tailor, complaining of Goods sent

89 HAROLD ROAD, CHEAM.
Sept. 3rd.

Mr. S. T. Duncan.

DEAR SIR,

I duly received the suit ordered from you but am very disappointed with it. It is not satisfactory in any respect. The material does not appear to be of the same quality as the pattern I chose. It is thinner, and lighter in colour. The coat hangs badly, and the collar rides up in the neck, while the trousers are quite two inches too short—they are unwearable.

I must decline to accept such bad work. It is very annoying, as I particularly wanted the suit, and I shall be glad to hear by return what you propose to do.

Yours truly,
G. S. More.

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75. To a Builder, complaining of Overcharges

89 Harold Road, Cheam.
May 8th.

Messrs. Brown & Co.,
High Street, Surbiton.

Dear Sirs,

I have received your account for repairs done to this house, and am astonished at some of your charges. I consider them most unreasonable. The items of £17 for replacing slates on roof and £7 for new gate-post strike me as outrageous. I know exactly how many hours your men were here, and can estimate the cost of the material that was necessary, so I know within a little what would be a fair price.

I may as well say at once that I have no intention of paying a charge like this, and beg you to give the matter your further consideration. Possibly a mistake has been made by some one in your office.

Yours faithfully,
G. S. More.

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76. To a Tradesman, asking for Time to pay Bill

89 Harold Road, Cheam.
April 28th.

Mr. V. Brown,
Church Street, Kingston.

Dear Sir,

I am sorry you should think it necessary to write me such an unpleasant and peremptory letter about your A/c. I have always settled your bills promptly in the past, and I think you might have shown me a little more courtesy and consideration.

I cannot settle immediately, as you demand, but I have every confidence of letting you have a cheque in full

settlement before the end of next month. Believe me, you will not get your money any sooner by "consulting your solicitors" or "taking proceedings." I have much larger amounts owing to me than the sum that is due to you, and as soon as I am able to collect them I will pay your A/c.

Yours faithfully,
G. S. More.

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77. Protesting against Delay in Delivering Goods

89 Harold Road, Cheam.
June 1st.

Messrs. Adams & Sayers,
The Hill, Wimbledon, S.W.

Dear Sirs,

I must again protest against the delay in delivering the plants ordered from you on May 2nd. You promised to dispatch them first by May 10th, and then by the 21st. It is now ten days after that date, and still the plants have not come.

If you are not able to dispatch immediately, will you please cancel the order? The plants will be of no use to me after the 5th inst. and I must decline to accept delivery after that date.

I have dealt with you now for a number of years and cannot understand why you treat a regular customer in this negligent and discourteous way.

Yours truly,
G. S. More.

BUSINESS

(2) APPLICATIONS FOR EMPLOYMENT

(Note—All these letters naturally divide themselves into five parts—application for the post, qualifications for it, experience, personal details, references. They should always be made as concise as possible, and be business-like in tone. Copies of testimonials, &c., should be sent—not the originals).

78. From a Butler

PRAETLAND TERRACE, W.1.

SIR, *March 1st.*

In reply to your advertisement in yesterday's *Times* for a butler I beg to apply for the situation.

For six years and a half I lived with the late General Aslett in that capacity, only being dismissed on his death.

I enclose copies of testimonials from two previous employers, which speak as to my abilities and character.

I am unmarried, 5ft. 10in. in height, and thirty-eight years of age.

I shall be happy to give you any further information you require, and to wait upon you at any time, and I beg to assure you, sir, that, if I am engaged, I will do my best to give you every satisfaction.

I remain, Sir,
Your obedient servant,
JAMES FIELD.

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79. From a Gardener

SNOWDROP COTTAGE, BATTLE.

SIR, *June 1st.*

I understand that there will be a vacancy shortly in your establishment for a gardener, and I respectfully beg

to apply for the place. From boyhood I have been under the best of gardeners. I served my apprenticeship with ——, and for the last four years have been with ——.

I am twenty-eight years of age, unmarried, and a teetotaller. If engaged by you, I would do my very best to give you satisfaction.

I enclose copies of two testimonials and beg to remain, Sir,

Yours obediently,
E. GARDNER.

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80. From a Chauffeur

PERTH MEWS, OXFORD.
Dec. 19*th.*

DEAR SIR,

I have been told by Mr. H. Moore that you are in need of a chauffeur, and he has advised me to apply for the post.

I have had twelve years' experience of driving cars, and have never had a serious accident nor had my licence endorsed. I am competent to do running repairs.

I was with General ——, of ——, for two years, and H. T. Bean, Esq., of ——, for four years. Both of these gentlemen will give me an excellent character.

I am thirty-one years of age, married, with one child, and a total abstainer.

Trusting you will be able to give favourable consideration to this application,

I remain, Sir,
Yours obediently,
VICTOR YOUNG.

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81. From a Clerk

814 NORTH ROAD, HAMMERSMITH, W.6.
Jan. 19*th.*

Messrs. ——.

DEAR SIRS,

I beg to apply for the post of ledger clerk advertised in to-day's *Times*.

I have had sixteen years' experience in London business houses and am fully conversant with all the duties of the post. I have a sound knowledge of book-keeping, and am quick and accurate at figures. I also know French and German and can conduct correspondence in both languages.

For the last five years I have been with Messrs. ——, of ——, and before that I was with Messrs. ——, of ——, for nine years. I am thirty years of age.

I enclose copies of testimonials both as to character and ability. I am free to start at any time, and I am asking a salary of £300 a year.

Should you be pleased to appoint me, no effort should be wanting on my part to give you satisfaction.

I remain,

Yours obediently,

H. L. VINE.

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82. From a Private Secretary

8 THE LINDENS, HORNSEY, N.8.

March 14th.

SIR,

In reply to your advt. in to-day's *Morning Post* for a Private Secretary, I beg to offer my services.

I am an expert shorthand-typist, my speeds being 130/50. I am able to write French fluently, and know some Spanish. I was trained by the —— School, and thoroughly understand filing, indexing, dealing with correspondence, and all the routine work of a secretary. I was educated at —— School and passed the London University Matriculation examination when I was sixteen.

I have had five years' experience—two years with my present employer, Mr. ——, of ——, and three years with Mrs. ——, of ——. Both of them will answer any inquiries you wish to make as to my abilities and character.

I am twenty-two years of age.

Hoping you will give this application favourable consideration,

I beg to remain,

Yours obediently,

FRANK S. VASSELL.

83. From a Commercial Traveller

49 Formby Avenue, Retford.
April 5th.

Messrs. Peile & Sons.

Dear Sirs,

I should be glad if you would consider my claims for the next vacancy among your representatives.

For the last six years I have been the Northern representative of Messrs. —— and Co., of ——, and have now a good connection among grocers, oilmen, and general stores throughout Yorkshire and the North generally. I have been handling exactly the class of goods you produce, and I am sure, if you could see your way to employing me, I could introduce a very profitable trade.

My reason for wishing to leave Messrs. —— is that they do not offer me any scope for improving my position with them.

I am thirty-four years of age, a keen worker, and anxious to get a chance of developing what I know is a very sound connection.

If you are able to consider this application favourably, I shall be happy to call upon you at any time, and to furnish all particulars as to my turnover, &c.

Yours faithfully,
M. S. White.

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84. From a Father applying for Situation for his Son

"The Laurels," Mitre Road, Tiverton.
Sept. 9th.

Messrs. Castle & Co., Ltd.

Dear Sirs,

I wish to apprentice my son as an engineer, and shall be very much obliged if you will let me know whether you are open to take another apprentice shortly.

My son is now sixteen and will be leaving the —— Grammar School at the end of this term. He is a strong, healthy lad, and has always done very well at school. Engineering is his own choice as a career, and I think you would find him a very satisfactory apprentice.

If you can entertain the proposal, I should be glad to come and talk the matter over with you.

Yours faithfully,
B. V. PATON.

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85. Soliciting Influence

94 ISAAC ROAD, HIGHGATE, N.6.
July 11th.

DEAR SIR,

My engagement with Messrs. —— came to an end last week, as they have closed the department in which I was employed. I am very anxious to obtain another position as soon as possible, and I should esteem it a very great favour if you could give me any introductions to firms likely to need my services, or would speak for me to any of your friends.

You know my work at Messrs. ——, and I think they always thought well of me. They have given me an excellent reference, and speak in high terms of my ability and knowledge of the boot trade. I was with them for nine years.

I am thirty-three years of age, married, with three children, so you will understand I cannot afford to be long out of work, and I shall be very grateful for any assistance you can give me in obtaining a berth.

I beg to remain,
Yours obediently,
MILES POWLE.

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86. Asking for a Reference

84 BALDREY LANE, CLAPHAM, S.W.4.
Nov. 9th.

DEAR SIR,

I have applied to Messrs. ——, of ——, and have taken the liberty of giving your name as a reference. Apart from the incident that led to my leaving you, I think you were always satisfied with my work while I was with you, and have nothing against my character. I hope therefore you will say all you can in my favour.

Yours faithfully,
T. S. HENRY.

BUSINESS

(3) LETTERS TO SERVANTS. REFERENCES

87. Replying to an Application for a Situation

"MERLE," BOXLEY.
June 2nd.

DEAR MR. BROWN,

In reference to your reply to my advertisement for a gardener, I should be obliged if you would let me know how long you were with Sir A. Mine, and why you left him.

You would have charge here of the flower gardens of about three quarters of an acre, a tennis lawn, vegetable garden, and a small hot-house. The salary offered is —— a year, and there is a cottage.

I am writing to the references you gave, and, if the replies prove satisfactory, I will fix a day for you to come and see me. I will pay your expenses from Berkhampstead.

Yours faithfully,
H. L. BRIGHT.

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88. Refusing an Application for a Situation

"MERLE," BOXLEY.
June 14th.

DEAR MR. BROWN,

I am obliged for your letter of the 10th. I have now heard from your references, and I am afraid your experience has not been of the kind to make you a suitable man for this post. I need not therefore trouble you to come to see me.

Yours faithfully,
H. L. BRIGHT.

89. Ditto

"MERLE," BOXLEY.

June 16th.

Mr. H. L. Bright is obliged to Mr. Brown for his letter of the 10th and regrets that he has no vacancy for a gardener at present.

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90. Engaging a Servant

214 CEDARS ROAD, MELTON.

Sept. 1st.

DEAR MISS MOORE,

I have now taken up your references, and, as they are quite satisfactory, I shall be glad if you will arrange to start your duties as governess to my children as soon as possible. Can you come in on Monday next?

I hope you will be comfortable here, and may find your work with my children pleasant.

Yours faithfully,

V. BOULTER.

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91. Dismissing a Servant

2 ATLAS AVENUE, W.1.

May 19th.

DEAR BROWN,

As you seem to have grown tired of your work here and discontented with your position, I think it will be best for us both if you make a change.

You will please accept this letter as a formal month's notice to terminate your engagement which will come to an end on June 19th.

If you wish to give my name as a reference, you are at liberty to do so, and I will say what I can in your favour.

Yours faithfully,

S. S. THOMAS.

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92. Recommending a Servant

"MERLE," BOXLEY.

June 4th.

Mr. H. L. Bright has pleasure in recommending Mr. W. Smith as a chauffeur-gardener. He has been a

steady and trustworthy servant in every respect, and is well up in his duties, both as chauffeur and gardener. He is leaving of his own accord.

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93. Inquiring for References

4 THURLE PARK, ESHER.
Oct. 9th.

Col. W. James.
DEAR SIR,

Mr. B. Loam has applied to me for a post as chauffeur-gardener and has given your name as a reference. He tells me he was employed by you in a similar capacity for four years.

I shall be very much obliged if you will let me know if this is true and if you were satisfied with him. Is he a good worker? Sober and trustworthy? Is he a careful driver and able to do small repairs? I shall be grateful for any information you can give me, and enclose stamped addressed envelope.

I beg to remain,
Yours faithfully,
M. S. BEALE.

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94. Giving favourable Reference

"FENELLA," BODMIN.
Oct. 10th.

M. S. Beale, Esq.
DEAR SIR,

In reply to your letter of the 9th inst., Benjamin Loam was with me as chauffeur-gardener for four years and gave complete satisfaction. He is sober and trustworthy, hard-working, and thoroughly understands his work. He kept my car in good order all the time and never had an accident. He left me of his own accord, and I was sorry to lose him.

Yours faithfully,
W. JAMES.

95. Giving qualified Reference

"FENELLA," BODMIN.
Oct. 10*th.*

M. S. Beale, Esq.
DEAR SIR,

In reply to your letter of the 9th inst., Benjamin Loam was certainly with me for four years as chauffeur-gardener, and that fact must be a recommendation in itself. He is sober and thoroughly understands motor-cars, but I had repeatedly to complain of what I considered reckless driving, while as a gardener he was neither expert nor industrious. However, as I put up with him for four years, you may take it that his good points outweigh his bad ones. If you keep a strict hand on him from the beginning, he may do very much better in a new place.

Yours faithfully,
W. JAMES.

---

96. Refusing a Reference

"FENELLA," BODMIN.
Oct. 10*th.*

M. S. Beale, Esq.
DEAR SIR,

Certainly Loam was employed by me as a chauffeur-gardener, but at the end of six weeks I summarily dismissed him. Perhaps the best answer I can give to your letter is to say that I am amazed he should have given you my name as a reference.

Yours truly,
W. JAMES.

BUSINESS

(4) LANDLORD AND TENANT. HOUSE PROPERTY

97. To a Landlord, asking for Repairs to be done

"THE NOOK," WORCESTER.
Feb. 19*th.*

DEAR SIR,

I should like to call your attention to the state of the decorations in this house, and hope you will now see your way to having it thoroughly done up. We have been here now four years, during which time nothing has been done to the place, and it is not reasonable to expect us to wait any longer.

In the first place the repairs needed to the roof are now urgent. The rain comes through in three places, and is not only a great inconvenience to us, but is damaging your property.

All the rooms require whitewashing and re-papering, and all except the bedrooms need re-painting. The outside of the house also is in a bad condition.

I shall be obliged if you will give the matter your immediate attention, as we should like to get the house cleaned up before the fine weather comes.

Yours faithfully,
T. SMITH.

---

98. From Landlord, in Reply

86 HORNSEY AVENUE, N.9.
Feb. 21*st.*

DEAR SIR,

I have received your letter of the 19th, and have given instructions for my builder to inspect your roof and let me know what repairs are necessary.

In regard to the decorations, I cannot do anything this year. The house was thoroughly and expensively done up inside and out when you entered upon your tenancy, and I do not think it reasonable to expect me to do anything more till your agreement expires next year.

Yours truly,
A. B. SELLER.

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99. From Tenant, in Reply

"THE NOOK," WORCESTER.
Feb. 23rd.

DEAR SIR,

Your letter of the 21st received. I note you are going to repair the roof, but I am amazed at your refusal to do anything in the way of decorations. Your idea that such work as whitewashing ceilings should be done only once in five years is ludicrous. The place is filthy, and I would remind you that our agreement stipulates that you shall keep the house in habitable repair.

I am told that the rent is not payable in full if reasonable repairs have not been done, and I am taking further advice upon the matter.

Yours faithfully,
T. SMITH.

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100. To a Landlord, asking for Time to pay Rent

14 STEEL STREET, PECKHAM, S.E.15.
Jan. 21st.

DEAR SIR,

Owing to most unexpected circumstances, of which you may have heard, I regret that just at present I am unable to pay my rent for the past half year. My embarrassment is only temporary, and, as up to now payment has always been punctually made, I hope you will see your way to letting it stand over for a time.

Yours faithfully,
ADAM JONES.

101. From a Landlord in Reply, granting Time

LANSDOWNE PLACE, W.1.
Jan. 23rd.

SIR,

As you assume, I have heard reports of your embarrassments, and I think you have known me long enough to be sure that I am not likely to be unreasonable to a tenant who has always been punctual in his payments. When you can conveniently pay the last half year's rent, do so, and you may be assured that I shall not press you for it for a few months. Trusting that your difficulties will soon be satisfactorily arranged,

I remain, Yours faithfully,
JOHN SAVAGE.

---

102. From a Landlord in Reply, refusing Time

LANSDOWNE PLACE, W.1.
Jan. 23rd.

SIR,

I regret to hear of the difficulties of which you tell me in your letter of the 21st inst. Were it in my power to grant you time to pay the rent now overdue, I would most willingly do so; but I have heavy and serious calls upon me at this moment, and must therefore request you to forward me the amount by return of post.

I remain, Sir, Yours obediently,
JOHN SAVAGE.

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103. To a Landlord, seeking to cancel Lease

"PARK VIEW," SUTTON.
Aug. 18th.

DEAR SIR,

Business makes it necessary for me to leave Sutton at once, and it would be a convenience to me if you would consent to relieve me of the remainder of my lease. It has sixteen months to run, but I am willing to surrender it immediately, leave the house in thorough

repair, as required by the agreement, and make you a cash payment for disturbance of lease. I suggest £20.

I shall be glad to hear from you at your earliest convenience.

Yours faithfully,
P. W. PAGE.

---

104. From a Landlord, in Reply

48 MITRE ROAD, S.W.1.
Aug. 20th.

DEAR MR. PAGE,

I am very sorry to hear I am going to lose you as a tenant, and in the circumstances of course will not offer any obstacle to your surrendering the lease. I am afraid, however, I cannot regard £20 as adequate compensation for breaking the lease. Houses of the size and rental of "Park View" are not easily let, and in any case there are the agents' fees and other expenses. If you will pay me £50 and undertake to leave the house in thorough repair, I am prepared to cancel your lease at once.

Trusting this will meet with your approval,
I remain, Yours truly,
H. MORRIS.

---

105. Complaining to a Neighbour of a Nuisance

284 TABAC AVENUE, STREATHAM, S.W.16.
June 25th.

DEAR MR. BROWN,

I hope you will not think this letter is written in an unneighbourly spirit, but I want to call your attention to the very great nuisance the constant barking of your dog is to us. I know you do not realize it, and trust you will be able to take some steps to mitigate it.

Especially do we notice his barking when he is let out in the morning—he invariably wakes both my wife and myself—and again in the afternoon, when my wife is resting, and in the evening when our young children should be sleeping. Yesterday evening he was barking almost incessantly for an hour under our windows.

I know you won't take offence at my writing, and my wife and I will be very much obliged to you if you can lessen the noise a little.

With kind regards, believe me,

Yours sincerely,
THOS. HAILEY.

---

106. Neighbour's Reply

282 TABAC AVENUE, STREATHAM, S.W.16.
June 26th.

DEAR MR. HAILEY,

I am awfully sorry you and your wife should have been annoyed by our dog. As you say, I had not realized it, or I would certainly have stopped it. The dog is young and high-spirited, but I will see that he is kept away from the front of the house as much as possible, and I think that will stop the annoyance to a large extent. It is his habit of barking at passers-by that causes the trouble.

So far from being offended, I am very much obliged to you for bringing the matter to my notice.

Yours sincerely,
H. BROWN.

---

107. To Inspector of Nuisances

48 FIFE ROAD, BALHAM, S.W.12.
July 1st.

The Inspector of Nuisances,
Wandsworth Borough Council.

DEAR SIR,

I beg to call your attention to the dense black smoke emitted by the chimneys at the factory of Messrs. ——, of ——, and the very strong and nauseating smell that often accompanies it. When the wind brings it in this direction, these houses are barely habitable, and it seems to me it must be a direct menace to public health.

I have made frequent complaints to Messrs. ——, but with no result, and I shall be glad to know if you can take action in the matter.

Yours faithfully,
V. JONES.

108. Appealing against Assessment for Poor Rate

9 THE CRESCENT, RICHMOND.

Nov. 14th.

The Clerk of the Assessment Committee,
Richmond Borough Council.

SIR,

I beg to give notice that I wish to appeal against the assessment of this house for the Poor Rate.

The net assessment is £38, but the annual value is only £40, and with the usual reduction of 15% for repairs the appropriate assessment would be £34. This is the figure at which similar properties in this district are assessed.

I trust your Committee will be able to give the matter favourable consideration. If necessary, I can attend their next meeting personally.

I beg to remain,
Yours obediently,
L. T. STEVENS.

---

109. Appealing against Assessment for Income Tax

9 THE CRESCENT, RICHMOND.

Jan. 14th.

H.M. Inspector of Taxes.

SIR,

I wish to appeal against the assessment of this house at £42 for Income Tax purposes on the following grounds—

(1) The Poor Law Assessment is now £34, and I think it is usual for the Income Tax Assessment to agree with this.

(2) The annual value is £40—the rent last paid for it.

(3) The assessment is considerably higher than that of similar properties in the same road.

Trusting you will be able to give the matter favourable consideration,

I am, Sir,
Yours obediently,
L. T. STEVENS.

110. To a House Agent, inquiring for Houses

MAPLETHORPE.
May 12th.

Messrs. White and Co.;
Church Street, Barnes.

DEAR SIR,

I shall be obliged if you will let me have particulars of any houses to let you have on your books in the Barnes and Hammersmith districts. If you have none to let, please send me particulars of any houses you have for sale, if the purchase price does not exceed £1,000.

The accommodation I want is three or four bedrooms, two living rooms, and the usual domestic offices. Bath-room, hot and cold water, modern drainage, and electric lighting are essential. So also is a garden.

Yours faithfully,
C. I. NEWEY.

---

111. To a House Agent, making an Offer for a House

MAPLETHORPE.
June 15th.

Messrs. White and Co.,
Church Street, Barnes.

DEAR SIR,

I have now fully considered the question of buying "Manley Lodge," but still think the price asked—£1,200—exorbitant and indeed prohibitive. The installation of electric lighting and a hot water system, and redecorating throughout will cost me nearly £200, and in the circumstances the best offer I can make is £850.

If your client is willing to accept that figure, I shall be glad if you will let me know within fourteen days of to-day's date. After that, the offer must be considered withdrawn.

I may add the money will be paid in full on the transfer of the deeds.

Yours faithfully,
C. I. NEWEY.

112. To a Landlady, inquiring for Holiday Apartments

49 HERA ROAD, LEYTONSTONE, E.11.

June 2nd.

DEAR MADAM,

I shall be glad if you will let me know whether you have any apartments to let for the month of August. We should be a party of four—myself and my wife, my son of 19, and my daughter of 16. We should want a sitting-room, a double bed-room, and two single bedrooms, with attendance, and should be staying for four weeks from July 29th.

Please quote inclusive terms and say how far you are from the station and the sea.

I enclose stamped envelope, and an immediate answer will oblige.

Yours truly,
M. PALMER.

[*Forms of Receipt for Rent, Notices to Quit, and Tenancy Agreements will be found in the "Commercial Forms" section at the end of the book.*]

BUSINESS

(5) ORGANIZING CONCERTS, &c., AND SOLICITING SUPPORT FOR CHARITIES

113. To an Artiste, asking him to sing at a Charity Concert

"MATLOW," HOLLY ROAD, BOURNEMOUTH.
Nov. 22nd.

DEAR MR. SOLO,

I am getting up a concert in aid of the local branch of the ——, which is very badly in need of funds just at present. It is an excellent institution, doing most valuable work, and I think it is a great pity it should be hampered by lack of money.

I know you are interested in work of this nature, and therefore I venture to ask you, if your engagements permit, to come and sing for us.

I have taken the —— Hall for June 12th. It holds 2,000, and I am hoping, if we can fill it, to raise several hundreds of pounds.

Madame Lucy, Ben Troove, Signor Maretti, and the Fairy Quartette have promised to come, but above all I want you. All the artistes, so far, are coming without fee. Please help us if you possibly can.

Yours very sincerely,
H. J. KILBY.

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114. To a Friend, asking him to sell Tickets for a Concert

"MATLOW," HOLLY ROAD, BOURNEMOUTH.
Nov. 22nd.

MY DEAR WILTON,

I am getting up a concert in aid of the Cottage Hospital, which is so short of funds that it is considering

closing one of its wards. It is an excellent institution, and I know its work has your deep sympathy.

The concert will be at the —— Hall on Jan. 12th, and I am enclosing herewith 12 tickets. May I count on your kind help in trying to dispose of them? I shall be more than pleased to let you have more if you need them.

The concert promises to be a very enjoyable function, Madame Lucy, Mr. Solo, Signor Maretti and other well known artistes having promised to attend.

Yours sincerely,
H. J. KILBY.

---

115. To a Friend, asking him to take Tickets for a Dinner, and subscribe

THE MALL, ASHLEY.

DEAR MR. SELBY, *Feb. 3rd.*

I am taking the chair at the sixty-sixth annual dinner of the —— Benevolent Institution, and, as the charity is very badly in need of funds, I want to make my chairmanship notable by getting as large a list of donations as possible.

May I have the honour of including your name in my dinner list? I know that you have a vast number of calls upon you, but I know also you have a special interest in this institution, so I hope you will be able to let me have a subscription. I am heading the list with £250, and donations range from that down to five guineas. I shall not be in the least offended if you beat my figure!

I enclose two dinner tickets (price 25/- each) and need scarcely add that it would give me the greatest possible pleasure to have the support of yourself and your wife.

Believe me to be,
Yours most sincerely,
S. BAINES.

---

116. Soliciting a Donation

4 LOWER LANE, BEALE.

DEAR HODGES, *Aug. 5th.*

I have undertaken to make a collection to help with the fund for restoring the Parish Church. You will

see from the enclosed collecting card I have not been very successful so far, so be a pal and put your name down for something. It's a worthy object.

Yours ever,
C. DOBBS.

---

117. Soliciting Votes in an Election for Pensions.

88, MALTHOUSE ROAD, ASTON.
Nov. 26th.

DEAR SIR,

Re ——— Pensions Fund Election.

I beg to call your attention to the claims of Edward Myatt who is a candidate for a pension in the forthcoming election of the ——— Pensions Fund. You will see from the enclosed card that he is well recommended and is in every way deserving of support. He has been a subscriber for forty-eight years and is now incapacitated from working and entirely dependent upon a married son, who is not able to do very much for him.

I am very anxious to secure his election, and I shall very gratefully receive any votes you are able to send me on his behalf.

I am, Sir,
Yours faithfully,
S. T. WHITE.

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118. Soliciting Influence to place Child in Orphanage.

88, MALTHOUSE ROAD, ASTON.
March 1st.

DEAR MR. ALLEN,

I am trying to get a boy of ten, who has just lost his father in very sad circumstances, into an Orphanage. His mother is able to earn a living in domestic service if she can find a home for the lad. Do you think you could use your influence to get him into the ——— Orphanage? Believe me, it is in every way a suitable and deserving case, and the facts are well known to me.

Yours sincerely,
S. T. WHITE.

119. Father to Son or Daughter at School

HALIFAX.
Jan. 17th.

DEAR FRED,

I was pleased to get your letter and to hear you are well and comfortable at school and having so much fun. I like to know you are enjoying yourself, but I was just a wee bit disappointed that there was no mention in your letter of your work. I hope that is going on well too. Have all the fun you can by all means at the proper time and in the proper spirit, but also work hard. You know how important it is. You know all we expect of you and want you to do, and the sacrifice we are making in keeping you at school, and I know you wouldn't like to disappoint us. So play hard and work hard, and make sure of leaving school with flying colours.

We are all very well. Your mother is sending you some more things in a day or two and no doubt will be writing. Don seems to miss you very much this term—he is so quiet. Write again soon, and next time don't forget to tell me where you stand in your form, and how you are progressing with Virgil.

With all our love to you,

DAD.

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120. Father to Son, refusing to increase Allowance

HALIFAX.
Jan. 15th.

DEAR FRED,

I cannot possibly increase your allowance, and I am pained that you should ask. You know I could not do so without denying myself and your mother certain

comforts, or being unjust to your brothers and sisters. I think your present allowance is quite adequate for all reasonable needs, and you must really keep your expenditure within it. If there is any special expense you have to incur just now, let me know, and I will see if I can help you—you know I will if I can—but I should not feel justified in making you a bigger allowance than at present. It is not necessary, and it would not be good for you.

Now, dear boy, sit down and think it over seriously. I know you will see your request is a selfish and unreasonable one, and ought not to be made.

We all send our love.

Your affectionate
FATHER.

---

121. Father to a Daughter unhappily married

DORKING.
May 19th.

MY DEAR DORA,

I was very much upset by reading your letter, although it contained nothing that was new to me. I have seen for some time how unhappy you are, and it has grieved your mother and me very much, as you know. You ask me to write to Tom. I have thought of doing this before, but have always doubted the wisdom of it, as interference by third parties in matrimonial differences is always liable to be misunderstood. However, I will send a note to Tom, as you wish it—just a friendly inquiry whether I can help in any way.

You write rather bitterly, and no doubt it is natural, but all the same bitterness is a mistake. You love Tom, don't you? You want to live happily with him. Then isn't it worth while trying to *win* him back? First sink all feelings of pride and resentfulness and anger. Then set yourself to do all you can to please your husband. Do anything that you think will make him happy and comfortable and will please him in any way. Don't ask yourself first whether he deserves it, but do it. Never mind your proper pride and self-respect and all that. You have heard of heaping coals of fire on a person's head, haven't you? Once you make Tom think of you and treat you

as he did at first by being to him what you were at first, all your unhappiness may vanish and your pride won't have to suffer.

Hard? Yes, I know, dear. But isn't it worth while? Life is hard sometimes.

Your loving
FATHER.

---

122. Father to a Son-in-law about the Treatment of his Wife

DORKING.
May 19th.

MY DEAR TOM,

I hope you will not take offence at what I am going to say. I am not interfering—I am just a fond old man who wants to help two young people who are very dear to him and who appear to be getting into difficulties.

I cannot fail to see that you and Dora are not so happy together as you were and ought to be. You seem to be drifting apart.

What is the matter? Can I help in any way? It makes me very sad to see you missing the perfect happiness your marriage promised to bring you. I know you are a good, sensible fellow, and I know you are very fond of Dora. Don't you think if you sit down and ask yourself seriously—"What *is* the matter?" it might prove helpful to you?

If I can do anything, don't fail to write to me at once.

Yours sincerely,
FATHER.

---

123. Son to Father, urging him to retire

INDIA.
March 28th.

MY DEAR DAD,

I was very pleased to get your last letter, but somewhat disturbed—not so much at what you said, but at what I imagined lay behind your words. I know you must often find the business very trying now. You are not a young man, and you are no longer strong enough for such an arduous task. Why not give it up? You have had your share of work, and I think it is quite time

you took life more easily. Think of the happy time you and Mother might have in a nice little house somewhere in the country or by the sea! I know what you will say—you cannot afford it. I have answered that before, and now I am going to insist that you let me have my way. When you have sold the business, you can invest the money you obtain for it to bring in a regular income, and I am going to make you an allowance of £200 a year. I can well afford it. I am doing extremely well here, and I want to do it. Now don't deny me the pleasure any longer. You know you would do as much for me—indeed have done in the past much more.

Talk it over with Mother and let me know what you both think. I think I had better write to Mother too—she is not so obstinate as you.

My fondest love to you both.

Your loving son,
DICK.

---

124. Uncle to Nephew at School

"THE NOOK," BASINGSTOKE.
March 14th.

DEAR FRED,

How do you find things at school just now? I heard from your father you have been distinguishing yourself in the sports. First in the mile, wasn't it? Bravo! I hope you're taking good care of the cup. I used to be able to run a mile in pretty good time myself once. I could beat your father, and when you come home for the holidays I've a good mind to get into training again and see if I can't beat you. What do you say?

I hope the lessons are going well too. They're not so interesting perhaps as the sports, but you'll find them useful later on.

I enclose a small postal order which I have no doubt you will find a good use for.

With love from your aunt and myself,

Your affectionate uncle,
J. H. MAYNE.

COMMERCIAL FORMS

Form of Cheque to "Bearer."

LONDON, *Dec. 8th*, 19—.

To the —— Bank,
Chancery Lane Branch.

Pay to ———————————— or bearer
One Hundred pounds.
£100. T. ROBINSON.

Form of Cheque to "Order."

LONDON, *Dec. 8th*, 19—.

To the —— Bank,
Chancery Lane Branch.

Pay to ———————————— or order.
One Hundred pounds.
£100. T. ROBINSON.

This form will require, previous to payment, the endorsement of the party to whom it is made payable.

Form of Cheque to "Order" and crossed.

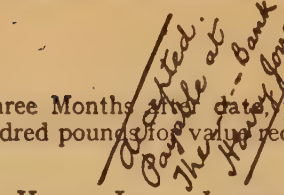
LONDON, *Dec. 8th*, 19

To the —— Bank,
Chancery Laue Branch.

Pay to *Mr. Henry Jones* | Not negotiable | or order.
One Hundred pounds.
£100/-/- T. ROBINSON.

This form will require, previous to payment, the endorsement of the party to whom it is made payable.

Form of an Ordinary Bill of Exchange.



£100. LONDON, *May* 1*st*.

Three Months after date, pay to me or my order One Hundred pounds for value received.

T. ROBINSON.

To MR. HENRY JONES, LIVERPOOL.

To make this a negotiable document it has to be endorsed on the back by the drawer.

This admits of the following change, according to circumstances: instead of "three months after date," it may be "at sight," or at such a time "after sight," or at such a specified time, or "on demand."

Form of a Promissory Note.

£100. LONDON, *July* 1*st*, 19—.

Three Months after date, I promise to pay to Mr. Henry Jones, or order, One Hundred pounds, for value received. T. ROBINSON.

Payable at The —— Bank,
Chancery Lane Branch.

To make this a negotiable document, it has to be endorsed by being signed across the back by the party to whom it is made payable.

Form of a Foreign Bill of Exchange.

£100. PARIS, *June* 1*st*, 19—.

Sixty days after sight of this First of Exchange (Second and Third unpaid) pay to the order of Messrs. Jones and Robinson, One Hundred pounds sterling, for value received; and charge to account, with or without advice of WILLIAM SMITH.

To Mr. Thomas Kelley, Manchester.
Payable in London.

The naming of the payee admits of the same variations as are exhibited in an ordinary Bill of Exchange. The time of payment may be, in like manner, variously expressed. The term " usance " is sometimes employed to express the period of running in foreign bills. It means a certain time fixed by custom as between any two places, and the period covered by a usance will therefore depend on the places of drawing and payment.

Form of Ordinary Receipt.

LONDON, *May 2nd*, 19—.

Received of Mr. John Frost, Twenty-nine pounds twelve shillings and sixpence.

£29 12*s.* 6*d.* C. CUTHBERT.

N.B.—All receipts for sums of Two pounds and upwards require to have a stamp affixed to them, which stamp should be cancelled by being written across.

Form of Receipt for Rent.

LONDON, *August 18th*, 19—.

Received of A. Wigram, Esq., Fifteen pounds, being one quarter's rent due on Midsummer Day last, for the premises occupied by him at No. 14, South Rupert Street, W.C.

£15 0*s.* 0*d.* T. PHILLIPS.

Form of Tenancy Agreement for Short Period.

MEMORANDUM OF AGREEMENT made this First day of January One thousand nine hundred and twenty-five BETWEEN JOHN SMITH of 480 Philpot Place Brighton in the County of Sussex Esquire (hereinafter called " the Landlord ") of the one part and TIMOTHY GEORGE ROBINSON of 888 Manchester Street in the City of Liverpool Chemist (hereinafter called " the Tenant ") of the other part WHEREBY IT IS AGREED as follows :

1. The LANDLORD agrees to let and the TENANT agrees to take ALL THAT messuage tenement and premises situate and being Number 530 East End Lane Hendon in the

County of Middlesex for a term of THREE YEARS from the 25th day of December last at the yearly rent of £40 payable quarterly on the four usual quarter days for payment of rent the first quarter's rent to become due and payable on the 25th day of March 19—.

The TENANT agrees with the LANDLORD as follows:

2. To pay the said yearly rent at the times and in manner aforesaid without any deduction or abatements whatsoever And also to pay all rates taxes and assessments payable in respect of the said premises (Landlord's property tax only excepted.)

3. To use and occupy the said premises as a private dwellinghouse only and during the tenancy to keep and maintain the said premises together with all fixtures thereon or which may be added thereto in good and tenantable repair and condition and so deliver up the same at the expiration or sooner determination of the said term (damage by fire excepted).

4. Not to underlet assign or part with possession of the said premises or any part thereof without the previous consent in writing of the Landlord (such consent not to be unreasonably refused or withheld in the case of a respectable or responsible person) or exhibit any bill or placard of any description on any part of the said premises or carry on therein any art trade manufacture or business whatsoever.

5. Not to make or permit any erection whatever upon or alteration in the said premises or any part thereof or keep or expose any goods for sale in or upon the said premises or hold or permit any public sale or auction therein or thereupon without the written consent of the Landlord first had and obtained or do or suffer any act or thing which may be or become a nuisance damage or annoyance to the Landlord or his tenants or the owners lessees or occupiers of any of the neighbouring premises or which would invalidate the insurance of the said premises against damage by fire or increase the usual rate of premium.

6. To allow the Landlord or any person duly authorised by him at reasonable times to enter the said premises to inspect the same and to make good all defects found and

which the Tenant is liable to make good within two calendar months after receiving notice in writing from the Landlord so to do.

7. To permit the Landlord's agent to affix a notice board on a conspicuous part of the said premises signifying the house to be let six weeks prior to the determination of the tenancy and to admit persons to view the same on any week day between the hours of ten and four during such period.

8. That the Landlord shall have a right of re-entry on non-payment of the rent or any part thereof for twenty-one days (whether legally demanded or not) or breach of any of the Tenant's agreements.

9. The Landlord hereby agrees with the Tenant that he the Tenant duly paying the rent and performing the agreements hereinbefore contained may peacefully hold the said premises during the period aforesaid without any disturbance by the Landlord or any person claiming under him.

As WITNESS the hands of the parties the day and year first above written.

Signed by the above-named JOHN SMITH in the presence of — JOHN SMITH.

ALBERT BLAKEY,
2 Christopher Lane,
Brighton, Sussex.
Hotel Proprietor.

Signed by the above-named TIMOTHY GEORGE ROBINSON in the presence of — T. G. ROBINSON.

THOMAS P. JONES,
11b George Street,
Liverpool.
Blacksmith.

N.B.—Referring to Clause 3, if instead of "damage by fire excepted" the words "fair wear and tear and damage by fire excepted" are used, the liability of the tenant for repairs is considerably reduced.

Provisional Agreement for Purchase of a Freehold House subject to approval of Terms of Contract by Solicitor.

480 PHILPOT PLACE,
BRIGHTON.

8th December, 19—.

To MR. JOHN SMITH.
SIR,
999 COLMAN LANE, WEYBRIDGE

I AGREE to buy the above freehold premises with vacant possession at completion on the 25th day of March, 19— for the sum of £1000 (One thousand pounds) subject to approval by my Solicitor of the title to the premises and subject to the terms of a formal contract to be approved by my Solicitor and signed by yourself and myself.

Yours faithfully,

T. ROBINSON.

N.B.—This agreement would not be binding until a formal agreement was signed.

Form of short Will.

I ROBERT PARKER, of 399 Graham Avenue, West Green, in the County of Middlesex, Engineer, HEREBY REVOKE all former Wills, Codicils and Testamentary instruments made by me and declare this to be my last Will. I BEQUEATH the following legacies free of legacy duty: To my nephew THOMAS JONES PARKER the sum of One hundred pounds; To my niece MARY ELIZABETH PARKER the sum of One hundred pounds; To my gardener TIMOTHY WALL if still in my employ at the time of my death and not under notice to leave whether given or received, the sum of Ten pounds. I DEVISE and BEQUEATH all the residue of my estate and effects whatsoever and wheresoever both real and personal to which I may be entitled or which I may have power to dispose of at my decease (except property by this my Will or any Codicil hereto disposed of) UNTO my wife JESSIE MILDRED PARKER absolutely AND I APPOINT my said

wife sole executrix of this my Will. In Witness whereof I have hereunto set my hand this 1st day of June 19—.

*Signed by the above-named Robert Parker as his last Will in the presence of us, both being present at the same time, who at his request in his presence and in the presence of each other, have hereunto subscribed our names as witnesses :

Robert Parker.

T. Billing,
254 Lane End,
Hendon,
Middlesex.
Butcher.

Annie Smithers,
400 West Street,
Brighton,
Sussex.
Widow.

*N.B.—It should be seen that these provisions are strictly complied with. The witnesses should *not* be persons who take any benefit under the Will.

Form of Notice to Quit, from Landlord to Tenant.

Madam,

I hereby give you notice to quit and deliver up the house and appurtenances, situate at 17 Gloucester Road, in the parish of St. Peter's, in the county of Middlesex, which you now hold of me, on 25th of December next.

Dated 23rd of June, 19—.

(*Signed*) John William Everett (Landlord)

To Miss Porter.

Form of Notice to Quit, from Tenant to Landlord.

Sir,

I hereby give you notice that on the 25th of December next I shall quit and deliver up possession of the house

and premises I now hold of you, situate at 17 Gloucester Road, in the parish of St. Peter's, in the county of Middlesex.

Dated this 23rd day of June, 19—.

(*Witness*) M. PRYKE. SUSAN PORTER.

To MR. EVERETT.

Form of Transfer of Shares.

I ALFRED JOHN JONES of 999 Fenchurch Street in the City of London Woollen Manufacturer in consideration of the sum of Four hundred and twenty pounds paid by JEREMIAH PARKER of 482 Coleman Street in the City of London Furniture Dealer (hereinafter called "the said Transferee") Do hereby bargain, sell, assign and transfer to the said Transferee Four hundred Six per cent. Preference Shares of One pound each numbered 501 to 900 both inclusive of and in the Undertaking called Bootblack Limited TO HOLD unto the said Transferee his Executors, Administrators and Assigns, subject to the several conditions on which I held the same immediately before the execution hereof And I the said Transferee do hereby agree to accept and take the said Preference Shares subject to the conditions aforesaid.

AS WITNESS our hands and seals this 10th day of January 19—.

Signed Sealed and Delivered by the above-named ALFRED JOHN JONES in the presence of
SAMUEL SIMPSON,
682 Bow Lane, E.C.2.
Grocer.

ALFRED J. JONES. SEAL

Signed Sealed and Delivered by the above-named JEREMIAH PARKER in the presence of
PERCY SMITH,
784 Duncannon Street,
Strand, W.C.2.
Commercial Traveller.

JEREMIAH PARKER SEAL

FORMS OF ADDRESS FOR PERSONS OF RANK, &c.

1.—*In Letters or Conversation.*
2.—*The Direction of Envelopes.*
3.—*Conclusion.*

The Royal Family

THE KING—
1. Sir ; or May it please your Majesty.
2. To the King's Most Excellent Majesty.
3. I have the honour to remain,
Your Majesty's faithful subject and obedient servant.

THE QUEEN—
1. Madam ; May it please your Majesty.
2. To the Queen's Most Excellent Majesty.
3. I have the honour to remain,
Your Majesty's most humble servant.

OTHER MEMBERS OF THE ROYAL FAMILY—
1. Sir, or Madam.
2. To His Royal Highness the Prince of Wales; or
To Her Highness the Duchess of Teck.
3. I remain, Sir (or Madam),
Your Royal Highness's most obedient servant.

The Aristocracy

A DUKE—
1. My Lord Duke ; or Your Grace.
2. To His Grace the Duke of Bideford.
3. I have the honour to be,
Your Grace's most obedient servant.

A DUCHESS—
1. Madam.
2. To Her Grace the Duchess of Downshire.
3. As to a Duke.

A MARQUESS—
1. My Lord Marquess.
2. To the Most Hon. the Marquess of Norwich.
3. I am, My Lord Marquess,
Your Lordship's most obedient servant.

A Marchioness—

1. Madam.
2. To the Most Hon. the Marchioness of Norwich.
3. I am, Madam,
   Your Ladyship's obedient servant.

An Earl—

1. My Lord.
2. To the Right Hon. the Earl of Merton.
3. I am, My Lord,
   Your Lordship's obedient servant.

A Countess—

1. Madam.
2. To the Right Hon. the Countess of Merton.
3. As to a Marchioness.

A Viscount—

1. My Lord.
2. To the Right Hon. the Viscount Lifford.
3. As to an Earl.

A Viscountess—

1. Madam.
2. To the Right Hon. the Viscountess Lifford.
3. As to a Marchioness.

A Baron—

1. My Lord.
2. To the Right Hon. Lord Pelvin.
3. As to an Earl.

A Baroness—

1. Madam.
2. To the Right Hon. Lady Pelvin.
3. As to a Marchioness.

The widow of a Nobleman is addressed in the same style, with the introduction of the word Dowager in the superscription of her letters—

To the Right Hon. the Dowager Countess of Merton; or
To the Right Hon. Lucy, Countess of Merton.

The sons of Dukes and Marquesses and the eldest sons of Earls have by courtesy the titles of Lord and Right Honourable; and all the daughters have those of Lady and Right Honourable—

1. My Lord, or Madam.
2. Lord John Watson, or Lady Jane Moore.
3. I am, My Lord (or Madam),
   Your Lordship's (or Ladyship's) obedient servant.

The wives of sons of Dukes, &c.—

1. Madam.
2. Lady John Watson.
3. I am, Madam,
   Your Ladyship's obedient servant.

The younger sons of Earls, and the sons and daughters of Viscounts and Barons are styled Honourable—

1. Sir (or Madam), or Dear Sir (or Madam).
2. To the Hon. John Hammond, or
   To the Hon. Mary Hammond.
3. I am, Sir (or Madam),
   Your obedient servant.

The wives of the above—

1. Madam.
2. To the Hon. Mrs. Hammond.
3. I am, Madam,
   Your obedient servant.

BARONET—

1. Sir.
2. Sir George Lumsden, Bart.
3. I am, Sir,
   Your obedient servant.

BARONET'S WIFE—

1. Madam.
2. Lady Lumsden.
3. I remain,
   Your Ladyship's obedient servant.

KNIGHT—

1. Sir.
2. Sir Henry Hall.
3. As to a Baronet.

KNIGHT'S WIFE—

1. Madam.
2. Lady Hall.
3. As to a Baronet's wife

FORMS OF ADDRESS

Officers of State

A Member of the Privy Council—

1. Sir, or My Lord, Right Hon. Sir, or My Lord, as the case may require.
2. To the Right Hon. (give name and title), His Majesty's Principal Secretary of State for Foreign Affairs.
3. I have the honour to be, Sir (or My Lord),
   Your (Lordship's) most obedient servant.

Ambassadors and Governors

1. Sir, or My Lord, as the case may be.
2. To his Excellency the French (or other) Ambassador.
   To his Excellency (give name and title), Lord Lieutenant of Ireland.
3. As to an Officer of State.

Judges

The Lord Chancellor—

1. My Lord.
2. To the Right Hon. the Lord High Chancellor.
3. I have the honour to remain,
   Your Lordship's obedient servant.

The Lord Chief Justice—

1. My Lord.
2. To the Lord Chief Justice of England.
3. As to Lord Chancellor.

The Master of the Rolls—

1. Sir.
2. The Right Hon. the Master ot the Rolls.
3. I have the honour to be, Sir,
   Your obedient servant.

A Lord Justice of Appeal—

1. My Lord, or Sir.
2. To the Right Hon. Lord Justice Browne.
3. As to Master of the Rolls.

A Judge of the High Court—

1. Sir.
2. The Hon. Sir James Scott, or
   The Hon. Mr. Justice Scott.
3. As to Master of the Rolls.

A COUNTY COURT JUDGE—
1. Sir.
2. His Honour Judge Smith.
3. As to Master of the Rolls.

Mayors and Corporation Officials

The LORD MAYOR of London, York, and other cities, and the LORD PROVOST of Edinburgh, during office—
1. My Lord.
2. To the Right Hon. (give name and title), Lord Mayor of London, or
   To the Right Hon. the Lord Mayor.
3. As to the Lord Chancellor.

The Lord Provost of every other town in Scotland is styled Honourable.

The MAYORS of all Corporations (excepting a few cities) and RECORDERS are addressed as Worshipful—
1. Sir.
2. The Worshipful the Mayor of ——
3. I am, Sir,
   Your obedient servant.

In London the Sheriffs, Aldermen and Recorder are addressed as Right Worshipful.

ALDERMEN AND COUNCILLORS—
1. Sir, or Dear Sir.
2. Alderman Smith. Councillor Jones.
3. Yours faithfully.

The Clergy

A CARDINAL—
1. Your Eminence.
2. To His Eminence, John, Cardinal Archbishop of ——.
3. I have the honour to remain,
   Your Eminence's humble servant.

AN ARCHBISHOP—
1. My Lord Archbishop.
2. To his Grace the Lord Archbishop of ——.
3. I have the honour to be, My Lord Archbishop,
   Your Grace's obedient servant.

A Bishop—
1. My Lord.
2. To the Right Rev. the Lord Bishop of Peterborough.
3. As to Lord Chancellor.

A Dean—
1. Very Reverend Sir.
2. To the Very Rev. the Dean of Westminster.
3. As to Master of the Rolls.

An Archdeacon—
1. Venerable Sir.
2. To the Ven. Archdeacon of Brighton; or
   To the Ven. Archdeacon Moss.

A Canon—
1. Reverend Sir.
2. The Rev. Canon White.

The Rest of the Clergy—
1. Sir; or Reverend Sir.
2. To the Rev. Dr. Campbell; or The Rev. J. Jones.

The wife of a clergyman never takes any other title than "Mrs."

Doctors, Army Officers, &c.

1. Sir, or Dear Sir.
2. Dr. Bowen, M.D., M.R.C.P. (according to qualifications).
   Admiral Stock.
   Captain Smith, R.N. (if naval).
   Professor Cox, M.A., B.Sc. (according to degrees).

A Maid of Honour—
1. Madam.
2. The Hon. Mary Thyme.

Note.—The above forms are correct for all official and business letters and letters from strangers. In social letters from friends more intimate forms are used—"My dear Duke, or Bishop, or Colonel"; or "My dear Bideford." In the same way the conclusion would be such as is used from one friend to another—"Yours sincerely," or "Yours faithfully," and the envelope would be addressed simply, "The Duke of Bideford."

ABBREVIATIONS IN COMMON USE

A1.—Indicates a ship in the first class at Lloyd's.
Ad lib.—At pleasure.
A.D.—In the Year of our Lord.
A.D.C.—Aide-de-camp.
A.F.C.—Air Force Cross.
A.F.M.—Air Force Medal.
A.M.—Before mid-day, or Albert Medal.
A.R.A.—Associate of the Royal Academy
B.A.—Bachelor of Arts.
Bart. or Bt.—Baronet.
B.C.—Before Christ.
B.C.L.—Bachelor of Civil Law.
B.D.—Bachelor of Divinity.
B.Sc.—Bachelor of Science.
C.A.—Chartered Accountant.
C.B.—Companion of the Order of the Bath.
C.B.E.—Commander of the Order of the British Empire.
C.E.—Civil Engineer.
C.G.M.—Conspicuous Gallantry Medal.
C.H.—Companion of Honour.
C.I.—Imperial Order of the Crown of India.
C.I.E.—Companion, Indian Empire.
C.M.G.—Companion of St. Michael and St. George.
Co.—Company.
C.O.D.—Cash on delivery.
C./R.—Company's risk.
Cr.—Credit or Creditor.
C.S.C.—Conspicuous Service Cross.
C.S.I.—Companion of the Order of the Star of India.
C.V.O.—Commander, Royal Victorian Order.
Cwt.—A hundredweight or 112 pounds.
D.—In Roman numerals, 500.
D.B.E.—Dame Commander, Order of the British Empire.
D.C.L.—Doctor of Civil Law.
D.C.M.—Distinguished Conduct Medal.
D.D.—Doctor of Divinity.
D.F.C.—Distinguished Flying Cross
D.F.M.—Disting'sh'd Flying Medal.
Ditto or Do.—The same.
Dr.—Doctor or Debtor.
D.Sc.—Doctor of Science.
D.S.C.—Distinguished Service Cross.
D.S.M.—Distinguished Service Medal.
D.S.O.—Distinguished Service Order.
D.V.—God willing.
e.g.—For example.
etc.—Et-cetera.
F.G.S.—Fellow of the Geological Society.
F.L.S.—Fellow of the Linnean Society.
F.M.—Field Marshal.
F.O.B.—Free on board.
F.O.R.—Free on rail.
F.R.C.P.—Fellow of the Royal College of Physicians.
F.R.C.S.—Fellow of the Royal College of Surgeons.
F.R.G.S.—Fellow of the Royal Geographical Society.
F.R.S.—Fellow of the Royal Society.
F.S.A.—Fellow of the Society of Antiquarians, or the Society of Arts.
F.S.S.—Fellow of the Statistical Society.
G.B.E.—Knight or Dame Grand Cross, Order of the British Empire.
G.C.B.—Knight Grand Cross of the Bath.
G.C.I.E.—Knight Grand Commander, Indian Empire.
G.C.M.G.—Knight Grand Cross of St. Michael and St. George.
G.C.S.I.—Knight Grand Cross of the Star of India.
G.C.V.O.—Knight Grand Cross of the Royal Victorian Order.
Gr.—Grains, or Gross.

ABBREVIATIONS IN COMMON USE

H.H.—His or Her Highness.
H.M.—His or Her Majesty.
H.R.H.—His or Her Royal Highness
H.S.H.—His or Her Serene Highness
Hon.—Honourable.
Ibid.—In the same place.
Id. or idem—The same.
i.e.—That is.
I.H.S.—Jesus the Saviour of Men. (*Hominum Salvator*).
I.N.R.I.—Jesus of Nazareth, King of the Jews.
Inst.—Instant, or this month.
I.S.O.—Imperial Service Order.
J.P.—Justice of the Peace.
K.B.E.—Knight Commander, Order of the British Empire.
K.C.—King's Counsel.
K.C.B.—Knight Commander of the Bath.
K.C.I.E.—Knight Commander, Indian Empire.
K.C.M.G.—Knight Commander of St. Michael and St. George.
K.C.S.I.—Knight Commander of the Star of India.
K.C.V.O.—Knight Commander of Royal Victorian Order.
K.G.—Knight of the Garter.
K.P.—Knight of St. Patrick.
K.T.—Knight of the Thistle.
Kt.—Knight.
L.—In Roman numerals, 50.
£ or l.—A Pound Sterling.
lb.—A Pound Weight.
L.C.J.—Lord Chief Justice.
Lim. or Ltd.—Limited.
L.L.A.—Lady Literate in Arts
LL.B.—Bachelor of Laws.
LL.D.—Doctor of Laws.
L.R.C.P.—Licentiate of the Royal College of Physicians.
M.—In Roman numerals, 1000.
M.A.—Master of Arts.
M.B.—Bachelor of Medicine.
M.B.E.—Member, Order of the British Empire.
M.C.—Military Cross.
M.D.—Doctor of Medicine.
Mem.—Memorandum.
M.M.—Military Medal.
M.P.—Member of Parliament.
M.R.C.P.—Member of the Royal College of Physicians.
M.R.C.S.—Member of the Royal College of Surgeons.
MS.—Manuscript.
M.S.M.—Meritorious Service Medal.
M V.O.—Member, Royal Victorian Order.
Mus. Bac.—Bachelor of Music.
Mus. D.—Doctor of Music.
N.B.—Note or mark well.
Nem. con.—No use contradicting.
N.S.—New Style; not sufficient (*non satis*).
Ob. or obit.—Died.
O.B.E.—Officer, Order of the British Empire.
O.M.—Order of Merit.
O.P.—Out of print.
O./R.—Owner's risk.
O.S.—Old Style, out of stock, or out size.
Oxon.—Oxford.
Oz.—Ounce.
P.C.—Privy Councillor, Police Constable, or Post Card.
Ph.D.—Doctor of Philosophy.
P.M.—After mid-day (*Post Meridiem*).
P.O.—Postal Order or Post Office.
P.p.c.—*Pour prendre congé* (to take leave).
P.p. or per pro.—For and on behalfof
Prox.—Proximo, next month.
P.S.—Postscript, or Police Sergeant.
P.T.O.—Please turn over.
Q.E.D.—Which was to be done (*Quod erat demonstrandum*).
Qy.—Query.
R.A.—Royal Academician, or Royal Artillery.
R.A.M.—Royal Academy of Music.
R.E.—Royal Engineers.
Rev.—Reverend.
R.H.A.—Royal Horse Artillery.
R.M.—Royal Marines.
R.N.—Royal Navy.
R.S.V.P.—*Répondez s'il vous plait* (Reply if you please).
Rt. Hon.—Right Honourable.
S.—Saint. (*San.*)
St.—Saint, or Street.
Ult.—Ultimo (last month).
U.S.A.—United States of America.
V.—In Roman numerals, 5.
V.C.—Victoria Cross.
Viz.—Namely.
X.—In Roman numerals, 10.
Xmas.—Christmas.
&c.—And so forth.

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